



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

This is a comprehensive National Certificate for practising project managers who want a formal qualification.

The qualification will give you the theoretical knowledge and practical skills to manage simple to moderately complex projects. You will cover the key areas of project management, including developing project charters, project plans and progress reports and managing stakeholders.

It is designed to develop you into a competent and multi-skilled project manager.

## Target Audience

The qualification is aimed at Project Managers working in or with project management teams, or individuals using a project approach to run a business.

It is suitable for any manager needing project management skills for technical, business or public sector projects.

## Entry Requirements

- Completed the FET Certificate: Project Management (NQF level 4) or
- Completed any other qualification at NQF level 5 or higher that included a project management module, or
- Have at least two years' experience in or with project management teams or using a project management approach to run a business.
- Competent in Communication and Mathematical Literacy at NQF level 4.

## Workplace Requirements

- Access to suitable work projects so that you can complete the workplace assignments and practical components of the qualification.
- Access to a PC, software and internet for course work.

## Project Management

# National Certificate: Project Management

SERVICES SETA Certification

SAQA ID: 58395

NQF Level: 5

Credits: 120

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content.
- Submit a Project Charter Document, a Project Plan Document and Project Progress Report and lessons learnt, in writing.
- Formally present your written Project Management Plan.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your National Certificate: Project Management, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the programme, you will have developed a solid grounding in project management theory and practise as well as fundamental skills such as:

- Presenting confidently to a variety of stakeholders.
- Compiling and presenting key project deliverables such as a project charter, a project management plan, progress reports and project review reports, in a professional manner.
- Compiling and presenting a real workplace project
- Setting up, executing, monitoring and controlling project activities and correcting variances.
- Effective problem-solving.
- Managing and leading teams effectively and developing and maintaining project stakeholder relationships.





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## Course Content

### NC: Project Management

Accreditation Body: SERVICES SETA

SAQA ID: 58395 | Learning Programme ID: NCPM

NQF Level: 5 | Credits : 120

#### Module 1: Conduct Effective Communication while Working on a Project

- Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts
- Write and present for a wide range of purposes, audiences and contexts
- Gather and manage information for decision-making

#### Module 2: Planning the Project

- Determine the work required to accomplish the objectives and organise the scope of a simple to moderately complex project
- Develop a project cost management plan for a simple to moderately complex project
- Manage stakeholder relations on a project
- Develop an optimised work and resource schedule for a simple to moderately complex project
- Develop an integrated Project Management plan for a simple to moderately complex project
- Manage risks on a simple to moderately complex project
- Monitor and control the execution of the project management plan for a simple to moderately complex project

#### Module 3: Execute and Control the Project

- Apply accounting principles and procedures in the preparation of reports and decision making
- Develop a project risk management plan for a simple to moderately complex project
- Establish a project or project phase and its processes for a simple to moderately complex project

## Our Accredited Organisations



FACULTY  
TRAINING  
INSTITUTE



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SKILLS INSTITUTE



PROSERV  
SOUTH AFRICA



MBAT  
DEVELOP - EMPOWER - GROW

