# THE LEARNING DEVELOPMENT GROUP

**Manufacturing & Production**

# Project Budget Supervisory Skills

**MERSETA Statement of Results**

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| **SP ID:** | SP 0886/14-17 |
| **NQF Level:** | 4 |
| **Credits:** | 13 |

## Introduction

The accredited Skills Programme: Project Budget Supervisory Skills, NQF level 4, is an occupational programme for individuals working on budgets and costings on projects in the Manufacturing, Engineering and Technology industries.

As an assistant Project Manager, team member or leader of a range of project sizes and complexities this programme develops understanding and practical skills in interpreting Project Scope Statements and Work Breakdowns for costing purposes.

It covers the key areas of estimating and preparing a cost budget and monitoring and controlling actual cost against budget for a project. In addition delegates will learn how to implement corrective actions to improve the quality of a project.

The Skills Programme offers career opportunities to advance in the sector and it articulates into the FETC: Production Technology, level 4.

## Target Audience

The skills programme is aimed primarily at project assistants to Project Managers, administrators and junior project managers working on budgeting an costings in the manufacturing, engineering and technology sectors.

## Entry Requirements

• Competence in Mathematics and Communication at NQF level 4 or equivalent.

• Competence in Computer Literacy and applicable software at NQF level 4 or equivalent.

## Additional Requirements

• You will need access to appropriate workplace projects to complete the practical components of the skills programme.

• Active support and mentorship by your manager.

• Access to a PC, software and the internet.

## Course Delivery & Assessment

We use a blend of inclass and virtual interactive learning, workplace learning, coaching and mentoring, theoretical assessment, practical workplace observation and self-study to embed skills.

You will need to:

• Attend all sessions.

• Complete practical workplace experiential learning and assignments.

• Demonstrate theoretical and practical understanding of programme content.

• Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement Of Results, Project Budget Supervisory Skills, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

By the end of the skills programme, you will be able to:

• Identify elements and resources to be costed through interpreting a project scope statement, work breakdown structure and other project data.

• Participate in preparing and producing a cost budget.

• Contribute to monitoring and controlling cost budget performance by maintaining records and communicating.

• Describe and explain how quality management impacts on a project.

• Identify and record corrective improvement actions to project work.

• Disseminate corrective actions to appropriate stakeholders.

• Implement corrective actions to improve quality of project work.

## Course **Content**

**SP: Project Budget Supervisory Skills**
**Accreditation Body:  MERSETA**

**| SETA Skills Programme ID: SP 0886/14-17**
**| NQF Level: 4  | Credits: 13**

**Unit Standard 120375: Participate in the Estimation and Preparation of a Cost Budget for a Project or Sub Project and Monitor and Control Actual Cost against Budget**

- Identify elements and resources to be costed through interpreting a project scope statement, work breakdown structure and other project data
- Participate in the preparation and production of a cost budget
- Contribute to the monitoring and controlling of cost budget performance by maintaining records and communicating

**Unit Standard 120377: Identify, Suggest and Implement Corrective Actions to Improve Quality of Project Work**

- Describe and explain how quality management impacts a project
- Identify and record corrective actions for improvement to project work
- Disseminate corrective actions to appropriate stakeholders
- Implement corrective actions to improve quality of project work

## Our **Accredited Organisations**

FACULTY TRAINING INSTITUTE

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