



FURTHER EDUCATION  
AND TRAINING  
CERTIFICATE: PROJECT  
MANAGEMENT

LEVEL 4

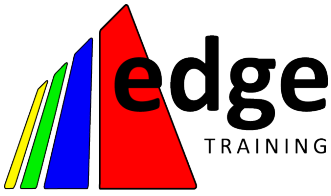
SAQA ID - 50080



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# FURTHER EDUCATION AND TRAINING CERTIFICATE: PROJECT MANAGEMENT

SAQA ID - 50080

CREDITS - 136

NQF LEVEL -- 4

## ENTRY REQUIREMENTS:

Learners accessing this Qualification will have demonstrated competence as follows:

- Communication at NQF Level 3 or equivalent.
- Mathematical Literacy at NQF Level 3 or equivalent.
- Computer Literacy at NQF Level 3 or equivalent.

A basic understanding of the workplace, project processes and operations and competence in National Certificate at Level 3 in Business Administration or Project Support Services or equivalent is preferable.

## OBJECTIVE:

The primary purpose of the qualification is to provide learners with:

A foundation of basic project management knowledge and skills which can be used to build further project management related competencies..

- Competence to be an effective project team member.
- Competence to provide administrative support to a project manager and team members.
- Competence to provide assistance to a project manager of medium to large projects.

This qualification is directed at learners working:

- As contributing team members on a moderately complex to complex project when not a leader or;
- As a leader in the context of a simple project/sub-project.

A simple project/sub-project is seen to be one that involves few resources and has a limited impact on stakeholders and the environment. These projects may be technical projects, business projects, government projects or community development projects and will cut across a range of economic sectors. This qualification is also of value to learners running their own business, as project management is an integral component of any business system. Qualifying learners working on a project will have the necessary knowledge, skills and attitudes to function more effectively and in a professional manner, add value to their job performance and enhance their ability to follow and implement policies and procedures. On achieving the applied competencies of the Qualification, learners may advance their career opportunities further into project administration, support services or management within an organisation, in all sectors.

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[www.edgetraining.co.za](http://www.edgetraining.co.za)



+ 27 (0)87 13 555 43



[info@edgetraining.co.za](mailto:info@edgetraining.co.za)



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BEE Level 2

SSETA Accreditation #1135

VAT No. 4640189041

Reg No: CK 2017 / 349079 / 07



## OUTCOME:

On achieving this Qualification, the learner will be able to:

1. Work with others to undertake or support the project management activities.
2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.
3. Provide support to the administration of a project.
4. Support the project environment and management activities to deliver project objectives.

## COURSE OUTLINE:

### *Skills Programme 1: Project management fundamentals*

- Explain fundamentals of project management Lead people development and talent management
- Work as a project team member
- Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
- Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues

### *Skills Programme 2: Starting a new project*

- Contribute to project initiation, scope definition and - change control
- Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget
- Analyse leadership and related theories in a work context
- Accommodate audience & context needs in oral communication
- Use the writing process to compose texts required in the business environment

### *Skills Programme 3: Project support*

Conduct project documentation management to support project processes

Develop a simple schedule to facilitate effective project execution

Create and manage an environment that promotes innovation

- Interpret and use information from texts
- Use language and communication in occupational learning programmes
- Write texts for a range of communicative contexts
- Engage in sustained oral communication and evaluate spoken texts

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## COURSE OUTLINE...CONTINUED:

### *Skills Programme 4: Project assistance*

- Provide assistance in implementing and assuring project work meets quality requirements
- Implement project administration processes according to requirements
- Monitor, evaluate and communicate simple project schedules
- Plan, organise and support project meetings and workshops
- Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts

### *Skills programme 5: Project management and evaluation*

- Contribute to management of project risk within own expertise
- Write for a wide range of contexts
- Read analyse and respond to a variety of texts
- Apply a range of project management tools and techniques
- Evaluate and improve the project team`s performance

## RESPONSIBILITIES:

### *Edge Training will provide:*

- Full project management of learnership,
- (Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership)
- Course material, pens, and workbooks.
- Training, using a Qualified Facilitator
- Assessments and moderation
- Uploading of learners on learner registration database and learner achievements.
- Certificates of completion and competence
- SETA certificate of competence

### *The Client will provide*

- Venue suitable for the number of delegates and required refreshments
- Email access for learners
- Workplace provision

### *Combined responsibilities of Edge Training and Client:*

- Ensure successful completion of the learnerships
- Quarterly project steering committee meeting



## QUALIFICATION STRUCTURE:

### *Skills Programme 1: Project management fundamentals*

ELO	US TYPE	NLRD	UNIT STANDARD TITLE	L	CR
1	Core	120372	Explain fundamentals of project management	4	5
	Core	120379	Work as a project team member	4	8
	Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
	Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6

### *Skills Programme 2: Starting a new project*

ELO	US TYPE	NLRD	UNIT STANDARD TITLE	L	CR
3	Core	120373	Contribute to project initiation, scope definition and change control	4	9
	Core	120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	4	6
	Fundamental	8968	Accomodate audience and context needs in oral communication	3	5
	Fundamental	12153	Use the writing process to compose texts required in the business environment	4	5

### *Skills Programme 3: Project support*

ELO	US TYPE	NLRD	UNIT STANDARD TITLE	L	CR
2	Core	120376	Conduct project documentation management to support project processes	4	6
	Core	120384	Develop a simple schedule to facilitate effective project execution	4	8
	Fundamental	8969	Interpret and use information from texts	3	5
	Fundamental	8973	Use language and communication in occupational learning programmes	3	5
	Fundamental	8970	Write texts for a range of communicative contexts	3	5
	Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	4	5



## QUALIFICATION STRUCTURE (CONTINUED):

### Skills Programme 4: Project assistance

ELO	US TYPE	NLRD	UNIT STANDARD TITLE	L	CR
2	Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6
	Core	120381	Implement project administration process according to requirements	5	5
	Core	120387	Monitor, evaluate and communicate simple project schedules	4	4
	Core	120382	Plan, organise and support project meetings and workshops	4	4
	Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-Dimensional space in different contexts	4	5

### Skills programme 5: Project management and evaluation

ELO	US TYPE	NLRD	UNIT STANDARD TITLE	L	CR
5	Core	120374	Contribute to management of project risk within your own expertise	4	5
	Fundamental	8976	Write for a wide range of contexts	4	5
	Fundamental	8975	Read, analyse and respond to a variety of texts	4	5
	Elective	120385	Apply a range of projects management tools and techniques	4	7
	Elective	120380	Evaluate and improve the project team's performance	5	7



## NATIONAL HOURS MATRIX

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

DATE	MODULE	TITLE OF UNIT STANDARD	US ID	CR	MODULE CR
MONTH 1	Skills Programme 1				
	Contact/ Facilitation Days	9 Days	Workplace Application Days 15 Days		
	Theory	75 Hours			
	Practical	140 Hours			
	Assessments	35 Hours			

DATE	MODULE	TITLE OF UNIT STANDARD	US ID	CR	MODULE CR
MONTH 3	Skills Programme 2				
	Contact/ Facilitation Days	9 Days	Workplace Application Days 15 Days		
	Theory	75 Hours			
	Practical	140 Hours			
	Assessments	35 Hours			

DATE	MODULE	TITLE OF UNIT STANDARD	US ID	CR	MODULE CR
MONTH 5	Skills Programme 3				
	Contact/ Facilitation Days	13 Days	Workplace Application Days 20 Days		
	Theory	102 Hours			
	Practical	190 Hours			
	Assessments	48 Hours			

DATE	MODULE	TITLE OF UNIT STANDARD	US ID	CR	MODULE CR
MONTH 7	Skills Programme 4				
	Contact/ Facilitation Days	9 Days	Workplace Application Days 14 Days		
	Theory	69 Hours			
	Practical	129Hours			
	Assessments	32 Hours			







DATE	MODULE	TITLE OF UNIT STANDARD	US ID	CR	MODULE CR
MONTH 9	Skills Programme 5				
	Contact/ Facilitation Days	11 Days	Workplace Application Days 17Days		
	Theory	87 Hours			
	Practical	162 Hours			
	Assessments	41 Hours			

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