NATIONAL CERTIFICATE IN PROJECT MANAGEMENT

NQF LEVEL 4 | CREDITS: 143 | SAQA ID: 50080

REGENESYS
CORPORATE EDUCATION

PROGRAMME OVERVIEW

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.

The focus is on the competence needed to be an effective project team member and to provide administrative support to a project manager and team members. After finishing this course, the participant will have the skills needed to provide assistance to a project manager of medium to large projects.

Projects are diverse in their nature, so a wide range of competencies are required to manage them and other similar systems and programmes. It is designed for people working in a project management environment as a team member, project administrator or leader of a small project/sub-project.

DURATION AND MODE OF DELIVERY

- The programme is offered over a period of 12 months
- Online, blended or face-to-face
- All options include self-study, assignment writing as well as examinations and group presentations and assessments

ENTRY REQUIREMENTS

- Communication at NQF Level 3
- Mathematical Literacy NQF Level 3
- Computer Literacy NQF Level 3

ACCREDITATION

- National Certificate in Project Management, NQF Level 4, Credits 143
- Accredited with SSETA – Services Sector Education and Training Authority

EXIT LEVEL OUTCOMES

- Work with others to undertake or support the project management activities
- Assist the project manager and/or project team by contributing and participating in planning, execution and control activities
- Provide support to the administration of a project
- Supervise a project team of a small project to deliver project objectives

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UNIT STANDARDS

MODULE	UNIT STANDARD TITLE	LEVEL	CREDITS
Module 1: The Fundamentals of Project Management (28 Credits)	120372: Explain fundamentals of project management	4	5
	120379: Work as a project team member	4	8
	8968: Accommodate audience and context needs in oral communication	3	5
	8973: Use language and communication in occupational learning programmes	3	5
	8970: Write texts for a range of communicative contexts	3	5
Module 2: Project Planning (36 Credits)	120373: Contribute to project initiation, scope definition and scope change control	4	9
	120384: Develop a simple schedule to facilitate effective project execution	4	8
	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
	120385: Apply a range of project management tools and techniques	4	7
	9015: Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Module 3: Project Implementation (31 Credits)	120386: Provide procurement administration support to a project	4	7
	120381: Implement project administration processes according to requirements	4	5
	120382: Plan, organise and support project meetings and workshops	4	4
	8975: Read, analyse and respond to a variety of texts	4	5
	9016: Represent analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	4	4
	7468: Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
Module 4: Project Monitoring (48 Credits)	120383: Provide assistance in implementing and assuring project work meets quality requirements	3	6
	120376: Conduct project documentation management to support project processes	4	6
	120374: Contribute to the management of project risk within own field of expertise	4	5
	120387: Monitor, evaluate and communicate simple project schedules	4	4
	120380: Evaluate and improve the project team's performance	5	7
	8976: Write for a wide range of contexts	4	5
	8974: Engage in sustained oral communication and evaluate spoken text	4	5
	12153: Use the writing process to compose texts required in the business environment	4	5
	8969: Interpret and use information from text	3	5