

National Certificate: Project Management

SAQA ID 50080

NQF LEVEL: 4 CREDITS: 136



Further Education and Training Certificate: Project Management

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. Competence are built in order to become an effective project team member. To provide administrative support to a project manager and team members and to provide assistance to a project manager of medium to large projects

The learners accessing this qualification will be working in or with project management teams or using a project approach to their business. These projects may be technical, business, government or community orientated 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.

The Certificate in Project Management is registered at NQF level 4 with 136 credits. It is a 12 month programme, comprising 4 compulsory modules.

Learning Outcomes

- Contribute and provide assistance to a project's scope, life cycle activities and the effective execution of the project plan by applying the correct range of project management tools and ensuring project work is carried out according to plan.
- Support the implementation of the project plan in response to outcomes evaluated and assessed; and provide related inputs to keep the project on track.
- Perform administrative duties related to the project and documentation requirements and administer project meetings and workshops.
- Contribute to project financial management issues related to cost budgets for an element of work.
- Work with and support team project members working on the designated project.
- Perform procurement duties related to the project undertaken.
- Supervise a project team and implement a range of procedures and systems related to one of the following types of projects; developmental, technical or business.

Qualification

- 50080: Further Education and Training Certificate: Project Management
- NQF level 4
- Credits 136

Duration

Learners are expected to complete a total of 1 360 notional hours within a 12 month period.

The course is offered as a block release programme comprising of 6 modules. Each module consists of 3 days contact, self-study, Group Assignment, Individual assignments as well as examinations (Assessment).

Entry Requirements

- 2 years of relevant work experience or other relevant qualification
- Matric

Accreditation

This qualification is accredited with the Services Seta and Register on national records by South African Qualification Authority (SAQA). RIMS is registered as a private higher education institution by the Department of Education of the Republic of South Africa in terms of section 54(1)(c) of the Higher Education Act, 1997 (Act no. 101 of 1997), and Regulation 16(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2002.

Course Modules

- Fundamentals of Project Management
- Project Planning
- Project Implementation
- Project Monitoring and Evaluation

Course Modules Summary

Fundamentals of Project Management

Work as a project team member, apply a range of project management tools, accommodate audience context needs in oral communication, read, analyse and respond to a variety of texts, write for a wide range of contexts, write for a range of communicative contexts, engage in sustained oral communication and evaluate spoken texts.

Project Planning

Contribute to project initiation, scope definition and scope change control, schedule project activities to facilitate effective project execution, participate in the estimation and preparation of cost budgets for an element of work and monitor and control actual cost against budget, 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.

Project Implementation

Fulfill procurement activities and supervise procurement administration, implement project administration process according to requirements, plan, organize and support project meetings and workshops, support the project environment and activities to deliver project objectives.

Project Monitoring & Evaluation Provide

Assistance in implementing and assuring project work is conducted in accordance with the project quality plan, identify, suggest and implement corrective actions to improve quality, conduct project documentation management to support project processes, contribute to the management of project risk within own field of expertise, identify, organize and co-ordinate project life cycle phases for control purposes, monitor, evaluate and communicate project schedules, evaluate and improve the project team 's performance.

Project Budgeting

Using practical examples, learn how to plan, develop, monitor and report on a budget for funding proposals and projects, keep track of grants from multiple donors and monitor your cash flow. You will learn why good budgeting means good development, how to plan, monitor and report against your budget, a structured method for managing funding from different donors, the importance of cost control and forecasting cash flow, how budgets and accounting statements fit together

Learnership

This certificate is also offered as a learnership incorporating workplace experience and mentoring

Training Methodology

The programme is facilitated by a competent subject matter specialist/s, who utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Videos /DVDs; and Formative Assessments. To facilitate this process we offer:

Coaching Support: RIMS appointed assessor and project co-ordinator are available to the learners for telephonic support and coaching while learners compile their POE's. Additional coaching support will be scheduled, as required, to assist with the building of POE's.

Credits: Learners exiting this qualification before completion, retain the credits for Unit Standards successfully completed. Learners can build their credits by attending skills programmes aligned to the Qualification 50080 Project Management (NQF 4).

Unit Standard Breakdown

Project Management NQF 4 – 29 CREDITS

Master the fundamentals such as project initiation, scope definition, change control, tool implementation and developing a schedule to facilitate effective project execution.

UNIT STANDARD	TITLE	NQF LEVEL	CREDITS
120372	Explain fundamentals of project management	NQF 4	5 credits
116342	Contribute to project initiation, scope definition and scope change control	NQF 4	9 credits
116345	Develop a simple schedule to facilitate effective project execution	NQF 4	8 credits
116364	Apply a range of project management tools and techniques	NQF 4	7credits

Project Numeracy NQF4- 12 Credits

Be empowered to apply the knowledge of statistics and probability, critically interrogating and effectively communicating findings, basing analysis on a scope ranging from personal to international issues.

UNIT STANDARD	TITLE	NQF LEVEL	CREDITS
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF 4	6 credits
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF 4	6 credits

Project Organisation and Logistics NQF4 – 4 Credits

Plan, organize and support project meetings and workshops.

UNIT	TITLE	NQF	CREDITS
120382	Plan, organise and support project meetings and workshops	NQF 4	4 credits

Project Writing and Reporting Skills NQF4 – 30 Credits

Learn how to interpret and respond to a variety of text, presenting it effectively in writing, styled to speak to various contexts within the business environment

UNIT	TITLE	NQF	CREDITS
8969	Interpret and use information from texts	NQF 3	5 credits
8975	Read, analyse and respond to a variety of text	NQF 4	5 credits
12153	Use the writing process to compose text required in the business environment	NQF 4	5 credits
8976	Write for a wide range of contexts	NQF 4	5 credits

Project Communication NQF 4 – 12 CREDITS

Learn strategies to be an effective speaker, evaluate spoken discourse and effectively reflect on how workplace characteristics & occupational contexts can affect communication and learning.

UNIT	TITLE	NQF	CREDITS
8973	Use language and communication in occupational learning programmes	NQF 3	5 credits
8970	Write texts for a range of communicative contexts	NQF 3	5 credits
8974	Engage in sustained oral communication and evaluate spoken texts	NQF 4	5 credits

Project Finance & Administration NQF4 – 17 CREDITS

Cost control preparation, production and monitoring. Enabling team members to effectively manage documentation, processes, project libraries, templates and filing systems.

UNIT	TITLE	NQF	CREDITS
120375	Participate in the estimation and preparation of cost budget for a project etc.	NQF 4	6 credits
120376	Conduct project documentation management to support project processes	NQF 4	6 credits
120381	Implement project administration processes according to requirement	NQF 4	5 credits

Project Quality and Risk Management NQF 4 – 18 CREDITS

The improvement of project work is reliant on accurate identification, dissemination and implementation of corrective actions. Be empowered to contribute to the identification of risks and in the monitoring and control of it.

UNIT	TITLE	NQF	CREDITS
120377	Identify, suggest and implement corrective actions to improve quality of project work.	NQF 4	7 credits
120383	Provide assistance in implementing and assuring project work meets quality requirements	NQF 4	6 credits
120374	Contribute to the management of project risk within own field of expertise	NQF 4	5 credits

Leadership and Emotional Intelligence within the Project Environment NQF 4 – 12 CREDITS

Designed to equip leaders within the Project environment with the knowledge, skills and ability to be an emotionally intelligent, and therefore, effective leader.

UNIT	TITLE	NQF	CREDITS
252031	Apply the principles and concepts of emotional intelligence to the management of self and others	NQF 4	4 credits
120305	Analyse the role emotional intelligence plays in leadership	NQF 4	8 credits

Participating and managing Projects NQF 4 – 36 CREDITS

This course teaches effective team management (conflict, performance, relationships etc), managing the procurement process, proposals and problems.

UNIT	TITLE	NQF	CREDITS
120379	Work as a project team member	NQF 4	8 credits
120386	Provide procurement administration support to a project	NQF 4	7 credits
120388	Supervise a project team of a small project to deliver project objectives	NQF 5	14 credits
120380	Evaluate and improve the project team's performance	NQF 5	