

Purpose of the qualification:

Project Management is considered to be a scarce skill in South Africa and well trained project staff is in demand in almost every industry sector, from engineering and building to information technology and logistics. This qualification aims to build the necessary skills for project support staff by covering the basics of the project cycle, risk management, project costing and financial controlling, project planning techniques and project implementation. It also touches on the basics of information systems that can be used to support the project processes. At present Prior Learning Centre is only accredited to offer the NQF 4 project management qualification, but the NQF 5 level is expected to be added to our course offering shortly.

National FET Certificate in Project Management NQF 4

Planning your project

- 120372** Explain fundamentals of project management
- 120373** Contribute to project initiation, scope definition & scope change control
- 120384** Develop a simple schedule to facilitate project execution
- 120387** Monitor, evaluate and communicate simple project schedules
- 120375** Participate in the estimation and preparation of cost budget

Closing your project

- 120383** Provide assistance in implementing and assuring project work meets quality requirements
- 120379** Work as a project team member

Business mathematics

- 9016** Represent analyse and calculate shape and motion in 2-and-3d
- 7468** Use mathematics to investigate the financial aspects of issues
- 9015** Apply knowledge of statistics to interrogate life related problems

Implementing your project

- 120374** Contribute to the management of project risk
- 120382** Plan, organise and support project meetings and workshops
- 120376** Conduct project documentation management to support project processes
- 120381** Implement project administration processes according to requirements
- 120385** Apply a range of project management tools and techniques
- 120388** Supervise a project team of a small project to deliver project objectives

Business Communication: first and second language

- 119462/119472** Engage in sustained oral communication and evaluate spoken texts
- 119469/119457** Read analyse and respond to a variety of texts
- 12153/119465/119459** Use the writing process to compose texts required in the business environment
- 119467** Use language and communication in occupational learning programmes

Delivery options:

This national qualification can be earned either through traditional training or recognition of prior learning (RPL). Details are as follows:

Traditional training:

Training is best suited to new entrants to the sector. Prior Learning Centre can either deliver this qualification as a learnership, which will qualify the sponsoring employer for a tax deduction, or it can be offered as a training programme without the learnership documentation. The duration of the training will be 15 full days, which can be scheduled to suit the employers' schedule.

Recognition of prior learning (RPL):

RPL is ideal for employees with some relevant work experience. Prior Learning Centre offers two RPL options:

- **Pure RPL:** which is best suited for employees with at least five years relevant working experience who are self-motivated and committed to work alone. Contact time is limited to one full day of RPL orientation followed by limited, on-demand contact sessions.
- **High touch RPL (8 days):** this model suits those employees who have at least three years relevant work experience but who may be less motivated to complete their work on their own and they may be unsure of some aspects of the qualification. In this model Prior Learning Centre spends eight full days assisting employees with the theory of the qualification and supervises the completion of their evidence collection. This model generally gives good submission and competency rates.