

# Certificate in Project Management

Further Education and Training Certificate: Project Management

Qualification ID: 50080

NQF Level 4



MACCAUVLEI

## Purpose

The purpose of this qualification is to provide learners with:

- A foundation in 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
- Competence to plan, execute and control small, simple projects

## Learning Outcomes

### Study School 1 – Fundamentals of Project Management

In this Study School learners are introduced to the fundamentals of project management, the structure and nature of the project team, managing team performance and the importance of regular meetings throughout the project duration.

### Study School 2 – Project Planning

The emphasis in this Study School is on the project plan. Learners will be taught how to initiate a project, define the project scope, develop schedules for effective project execution, participate in the estimation and preparation of a project budget and apply a range of project management tools and techniques.

### Study School 3 – Project Management

Study School 3 will focus on managing projects. The content focuses on the management of risk during project execution, communicating, monitoring and evaluating project schedules, project administration and the evaluation and improvement of project team performance.

### Study School 4 – Project Quality Control and Document Management

This Study School focuses on ensuring that the project work meets quality requirements and that project documentation is managed effectively. Emphasis will be placed on the close-out of a project as well as evaluating project success.

## Who should attend?

This qualification is directed at learners working

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

## Duration of programme

4 Study Schools of 5 days each

## Learning assumed to be in place

Communication at NQF Level 3

Mathematical Literacy at NQF Level 3

Computer Literacy at NQF Level 3

## Maccauvlei Minimum Entry Requirements

NQF Level 3 / Grade 10 Certificate.

A basic understanding of the workplace, project processes and operations is preferable.

## Certification

Learners who successfully complete all Portfolios of Evidence per study school will be awarded the full qualification registered with the Services Seta.



Public Price **R38,106.00 per person** (excluding VAT). For In-House quotes please contact [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za)



For registration forms or more detail please contact us:

• Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)

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## Unit Standard Breakdown

Unit Standard ID	Core Fundamental Elective	Unit Standard Name	NQF Level	Credits
<b>Study School 1</b>				
120372	Core	Explain the fundamentals of project management	Level 4	5 Credits
120379	Core	Work as a project team member	Level 4	8 Credits
120382	Core	Plan, organise and support project meetings and workshops	Level 4	4 Credits
<b>Study School 2</b>				
120373	Core	Contribute to project initiation, scope definition and scope change control	Level 4	9 Credits
120384	Core	Develop a simple schedule to facilitate effective project execution	Level 4	8 Credits
120375	Core	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	Level 4	6 Credits
120385	Elective	Apply a range of project management tools and techniques	Level 4	7 Credits
<b>Study School 3</b>				
120374	Core	Contribute to the management of project risk within own field of expertise	Level 4	5 Credits
120381	Core	Implement project administration processes according to requirements	Level 4	5 Credits
120387	Core	Monitor, evaluate and communicate simple project schedules	Level 4	4 Credits
120380	Elective	Evaluate and improve the project team's performance	Level 5	7 Credits
<b>Study School 4</b>				
120383	Core	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	6 Credits
120376	Core	Conduct project documentation management to support project processes	Level 4	6 Credits
<b>Fundamentals covered in all four Study Schools</b>				
119457 (8969)	Fundamental	Interpret and use information from texts	Level 3	5 Credits
119465 (8970)	Fundamental	Write texts for a range of communicative contexts	Level 3	5 Credits
12153	Fundamental	Use the writing process to compose texts required in the business environment	Level 4	5 Credits
119467 (8973)	Fundamental	Use language and communication in occupational learning programmes	Level 3	5 Credits
119469 (8975)	Fundamental	Read analyse and respond to a variety of texts	Level 4	5 Credits
119459 (8976)	Fundamental	Write for a wide range of contexts	Level 4	5 Credits
119472 (8968)	Fundamental	Accommodate audience and context needs in oral communication	Level 3	5 Credits
119462 (8974)	Fundamental	Engage in sustained oral communication and evaluate spoken texts	Level 4	5 Credits
9016	Fundamental	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	4 Credits
7468	Fundamental	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6 Credits
9015	Fundamental	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6 Credits



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