

FURTHER EDUCATION & TRAINING CERTIFICATE: PROJECT MANAGEMENT NQF LEVEL 4 SAQA ID 50080 (136 CREDITS)



This qualification aims to provide the foundation or the initial skills required for an individual in an organisation to conduct projects successfully; be an effective project team member; undertake a range of project management administration or support tasks and contribute to the planning and execution of projects or sub-projects.

Project management is a career for the analytically-minded as it requires a methodical approach to planning and guiding the operations of different teams. The role of a Project Manager is one of great responsibility. Their planning skills, ability to forecast and avoid problems, skill for diffusing workplace conflict and excellent negotiation skills have made their skill-set desirable by the majority of South African businesses.

NB: All examinations are written at the HC College Blouberg Campus in Cape Town.

CAREER OPPORTUNITIES

- Project Administrator
- Project Management
- Project Development Management
- Project Coordinator
- Project Leadership

INTERNATIONAL COMPARABILITY

Project management is developing as a profession and there are several bodies around the world that provide research, standards and qualifications. This set of standards and qualifications have been benchmarked against a wide range of standards and qualifications. In turn this qualification and related standards is being provided to several international bodies for their comparison purposes.

In addition, references were made to the following professional bodies, which provide qualifications or advice on learning in this area:

- Association for Project Management (UK)
- International Project Management Association (Europe)
- Australian Institute for Project Management (Australia)
- Project Management Institute (PMI)
- Association for the Advancement of Cost Engineering International (Global)
- The Engineering Construction Industry Training Board (UK)

ENTRANCE REQUIREMENTS

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

RECOGNITION OF PRIOR LEARNING

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

Learners may access this qualification in terms of Recognition of Prior Learning (RPL), which is subject to quality assurance by the relevant accredited ETQA and is conducted by a registered workplace assessor, subject to the terms of the model decided by the relevant ETQA.

No restrictions, other than the learning assumed to be in place as prescribed.

Candidates for this qualification may be working part-time or full-time in the workplace, on community or volunteer projects and have limited formal project management training/experience. They may be a team member, a team leader, in specialized support roles including Project Secretary, Project Administrator, procurement or cost support, or planner-estimator support. Learner who have completed a Bachelor's degree and who wish to enter the field of project management may also access the qualification.

Familiarity with the English language such as speaking, reading and writing skills is needed since some of the learning material is not available in any other language.

COURSE DURATION

Based on contact hours as determined by the accreditation body and based on HC College course progression structure and schedule:

- Full Time - approximately 1 year
- Part Time - approximately 1 and a half years
- Supported Learning – approximately 1 and a half years

COURSE CONTENT

Core, Fundamental and compulsory Elective Unit Standards covered in the following areas:

Business Communication NQF Level 4	Mathematical Literacy NQF Level 4
Project Quality Management	Project Integration Management
Project Scope Management	Project Time Management
Project Cost Management	Project Human Resource Management
Project Communications Management	Project Risk Management
Project Procurement Management	

ASSESSMENTS

Learners are required to submit Formative and Summative Assessments by the deadlines provided in the HC College course progression and structure schedule.

All examinations for Full Time, Part Time and Supported Learning Students are written at HC College Blouberg Campus in Cape Town.

CERTIFICATION

Upon successful completion of all formative and Summative Assessments and the verification process of Services SETA, you will be awarded the Further Education and Training Certificate: Project Management Qualification NQF Level 4 (SAQA ID 50080) issued by the Services Seta.

FURTHER STUDIES

After successful completion of this course, there are several career paths that you may specialize in. Please contact HC College for more information.