



Purpose and rationale

This qualification is intended for those with prior work experience or an NQF Level 3 qualification in project management or business administration or equivalent. 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 projects, business projects, government projects or community development projects 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.

Learning assumed to be in place

Communication and Mathematical Literacy at NQF Level 3. Computer Literacy at NQF Level 3.

The qualified learner will be able:

- 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

Duration

1360 Notional hours of learning

Primary/Delegated Quality Assurance Functionary

Service - Services Sector Education and Training Authority

Modules and outcomes covered

Introduction To Projects	People In Projects
<ul style="list-style-type: none"> Contribute to project initiation, scope definition and scope change control (SAQA 120373) 	<ul style="list-style-type: none"> Explain fundamentals of project management (SAQA 120372) Work as a project team member (SAQA 120379)
Managing Workplace Projects	Communication In Projects
<ul style="list-style-type: none"> Develop a simple schedule to facilitate effective project execution (SAQA 120384) Monitor, evaluate and communicate simple project schedule (120387) Participate in the estimation and preparation of cost budget for a project or sub-project and monitor and control costs against budget (SAQA 120375) Provide assistance in implementing and assuring project work meets quality requirements (SAQA 120383) Contribute to the management of project risk within own field of expertise (SAQA 120374) 	<ul style="list-style-type: none"> Conduct project documentation management to support project success (SAQA 120376) Implement project administration processes according to requirements (SAQA 120381) Plan, organise and support project meetings and workshops (SAQA 120382) Supervise a project team of a small project to deliver project objectives (SAQA 120388)
Communication 2nd Language	Workplace Communication
<ul style="list-style-type: none"> Accommodate audience and context needs in oral/signed communication (SAQA 8968) Interpret and use information from texts (SAQA 8969) Write texts for a range of communicative contexts (SAQA 8970) Use language and communication in occupational learning programmes (SAQA 8973) 	<ul style="list-style-type: none"> Engage in sustained oral communication and evaluate spoken texts (SAQA 8974) Read, analyse and respond to a variety of texts (SAQA 8975) Write for a wide range of contexts (SAQA 8976) Use the writing process to compose business texts (SAQA 12153)
Workplace Numeracy	
<ul style="list-style-type: none"> Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues (SAQA 7468) Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems (SAQA 9015) Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts (SAQA 9016) 	