edge
TRAINING

WE SOLVE
BEE RELATED
SKILLS DEVELOPMENT CHALLENGES
IN A MEANINGFUL WAY

ADDING VALUE
CHANGING LIVES

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FURTHER EDUCATION AND TRAINING CERTIFICATE: PROJECT MANAGEMENT

SAQA ID - 50080
CREDITS - 136
NQF LEVEL - 4

ENTRY REQUIREMENTS:

Learners accessing this Qualification will have demonstrated competence as follows:

• Communication at NQF Level 3 or equivalent.
• Mathematical Literacy at NQF Level 3 or equivalent.
• Computer Literacy at NQF Level 3 or equivalent.

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

OBJECTIVE:

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 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.

This qualification is directed at learners working:
• As contributing team members on a moderately complex to complex project when not a leader or;
• As a leader in the context of a simple project/sub-project.

A simple project/sub-project is seen to be one that involves few resources and has a limited impact on stakeholders and the environment. 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. 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.

QUALIFICATION OUTCOME:

Achieving this Qualification, the learner will be able to:

- 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

- Support the project environment and management activities to deliver project objectives

- Describe and apply specialised technical methods, tools and techniques to a project to deliver project objectives

RESPONSIBILITIES:

Edge Training will provide:

- Full project management of learnership

- Monthly progress reports, quarterly reports to the SETA and handling of SETA site visits and the external verification visit at the end of the learnership

- Course material, pens, and workbooks

- Training, using a Qualified Facilitator

- Assessments and moderation

- Uploading of learners on learner registration database and learner achievements

- Certificates of completion and competence

- SETA certificate of competence

- Venue suitable for the number of delegates and required refreshments

- Email access for learners

- Workplace provision

Combined responsibilities of Edge Training and Client:

- Ensure successful completion of the learnerships

- Quarterly project steering committee meeting

QUALIFICATION STRUCTURE AND OUTLINE:

Skills programme 1:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	120372	Explain fundamentals of project management	4	5
Core	120379	Work as a project team member	4	8
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
			Total Credits	25

Skills programme 2:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	120373	Explain fundamentals of project management	4	9
Core	120375	Work as a project team member	4	6
Fundamental	8968	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	3	5
Fundamental	12153	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	5
			Total Credits	25

QUALIFICATION STRUCTURE AND OUTLINE:

Skills programme 3:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	120376	Conduct project documentation management to support project processes	4	6
Core	120384	Develop a simple schedule to facilitate effective project execution	4	8
Fundamental	8969	Interpret and use information from texts	3	5
Fundamental	8973	Use language and communication in occupational learning programmes	3	5
Fundamental	8970	Write texts for a range of communicative contexts	3	5
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	4	5
			Total Credits	34

Skills programme 4:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6
Core	120381	Implement project administration process according to requirements	5	5
Core	120387	Monitor, evaluate and communicate simple project schedules	4	4
Core	120382	Plan, organise and support project meetings and workshops	4	4
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-Dimensional space in different contexts	4	4
			Total Credits	23

QUALIFICATION STRUCTURE AND OUTLINE:

Skills programme 5:

US Type	NLRD	Unit Standard Type	Level	Credits
Core	120374	Contribute to management of project risk within own expertise	4	5
Fundamental	8976	Write a wide range of contexts	4	5
Fundamental	8975	Read, analyse and respond to a variety of texts	4	5
Elective	120385	Apply a range of project management tools and techniques	4	7
Elective	120380	Evaluate and improve the project team's performance	5	7
		Total Credits		29

NOTIONAL HOURS MATRIX:

The roll out strategy below indicates the relationship between theory, practical, workplace and FSA component:

Skills Programmes	Credits	Notional Hours	Contact Session 30% (Hours)	Experiential Learning 70%(Hours)	TOTAL Notional Hours
1	25	250	75	175	250
2	25	250	75	175	250
3	34	340	102	238	340
4	23	230	69	161	230
5	29	290	87	203	290
TOTALs	136	1360	408	952	1360