

FETC: Project Management NQF 4 50080, 136 Credits

Purpose of the Qualification

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.

Rationale

The (Further Education and Training Certificate) FETC: Generic Project Management, NQF level 4 Qualification replaces the National Certificate: Generic Project Management. It caters for the current and future needs of those working on projects, in a general skills-set that is not sector-specific. The Project industry is integral in the global business environment and skilled practitioners are required to meet the demands of the industry, providing significant benefits to individuals, global corporations and the country.

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.



Module Breakdown

Module	Unit Standard No	Unit Standard	Credits	F/C/E
Introduction to Project Planning	120372	Explain fundamentals of project management	5	C
	8973	Use language and communication in occupational learning programmes	5	F
	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6	F
	120373	Contribute to project initiation, scope definition and scope change control	9	C
	120384	Develop a simple schedule to facilitate effective project execution	8	C
	120385	Apply a range of project management tools and techniques	7	E
	120381	Implement project administration processes according to requirements	5	C
Project Finance	120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	6	C
	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6	F
Project Risk Management and Control	120383	Provide assistance in implementing and assuring project work meets quality requirements	6	C
	120374	Contribute to the management of project risk within own field of expertise	5	C
	120377	Identify, suggest and implement corrective actions to improve quality of project work	7	E
	120387	Monitor, evaluate and communicate simple project schedules	4	C
Project Communication	120382	Plan, organise and support project meetings and workshops	4	C
	120376	Conduct project documentation management to support project processes	6	C
	8968	Accommodate audience and context needs in oral communication	5	F
	8974	Engage in sustained oral communication and evaluate spoken texts	5	F
	12153	Use the writing process to compose texts required in the business environment	5	F
	8969	Interpret and use information from texts	5	F
	8970	Write texts for a range of communicative contexts	5	F
Team Work	120379	Work as a project team member	8	C
	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	5	E



Module	Unit Standard No	Unit Standard	Credits	F/C/E
	8975	Read analyse and respond to a variety of texts	5	F
	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	F
	8976	Write for a wide range of contexts	5	F

