



NATIONAL CERTIFICATE: PROJECT MANAGEMENT QUALIFICATION ID 50080 - NQF LEVEL 4 - 128 CREDITS

Fundamental Component:

The Fundamental Component consists of Unit Standards to the value of 36 credits all of which are compulsory.

Core Component:

The Core Component consists of Unit Standards to the value of 76 credits all of which are compulsory.

Elective Component:

The Elective Component consists of individual unit standards from which the learner must choose unit standards totalling a minimum of 16 credits.

MODULE 1: COMMUNICATION FUNDAMENTALS LEVEL 3

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	8968	Accommodate audience and context needs in oral communication	Level 3	5
Fundamental	8969	Interpret and use information from texts	Level 3	5
Fundamental	8973	Use language and communication in occupational learning programmes	Level 3	5
Fundamental	8970	Write texts for a range of communicative contexts	Level 3	5

MODULE 2: NUMERACY FUNDAMENTALS LEVEL 4

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3- dimensional space in different contexts	Level 4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	6

MODULE 3: ASSIST THE PROJECT MANAGER

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	120372	Explain fundamentals of project management	Level 4	5
Core	120373	Contribute to project initiation, scope definition and scope change control	Level 4	9

Core	120375	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
Core	120374	Contribute to the management of project risk within own field of expertise	Level 4	5

MODULE 4: MOTIVATION, LEADERSHIP AND TEAM WORK

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	120379	Work as a project team member	Level 4	8
Elective	242819	Motivate and Build a Team	Level 4	10

MODULE 5: COMMUNICATION FUNDAMENTALS LEVEL 4

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	Level 4	5
Fundamental	8975	Read analyse and respond to a variety of texts	Level 4	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	5
Fundamental	8976	Write for a wide range of contexts	Level 4	5

MODULE 6: SUPPORT THE ADMINISTRATION OF A PROJECT

Type	US ID	UNIT STANDARD TITLE	LEVEL	CREDITS
Core	120382	Plan, organise and support project meetings and workshops	Level 4	4
Elective	120385	Apply a range of project management tools and techniques	Level 4	7
Core	120376	Conduct project documentation management to support project processes	Level 4	6
Core	120381	Implement project administration processes according to requirements	Level 4	5
Core	120384	Develop a simple schedule to facilitate effective project execution	Level 4	8
Core	120387	Monitor, evaluate and communicate simple project schedules	Level 4	4
Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	6

QUALIFICATION OUTCOME

On 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 or
- Support the project environment and management activities to deliver project objectives or
- Describe and apply specialised technical methods, tools and techniques to a project to deliver project objectives

INTERNATIONAL COMPARABILITY

FURTHER DEVELOPMENT: ARTICULATION

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.

This NQF4 FETC qualification and set of unit standards utilises international and locally recognised best practice and standards in project management. This qualification will provide an entry point to further learning for NQF level 5 and above qualifications or for international qualifications in Project or General Management.

Qualifications and standards that have been referenced include the following qualifications:

- Project Management Institute (Global).
- Certified Associate in Project Management (CAPM).
- Business Services Training Australia (now part of Innovation & Business Skills Australia)
- Business Services Training Package - Project Management Competency Standards AQF Level 4

ARTICULATION OPTIONS

Horizontal articulation is possible with:

- National Certificate: Management - NQF Level 4 - NLRD 23656.
- National Certificate: Business Administration Services - NQF Level 4 - NLRD 35928.
- National Certificate: New Venture Creation - NQF Level 4 - NLRD 23953.
- Further Education and Training Certificate: Small Business Advising (Information Support) - NQF Level 4 - NLRD 48883.
- National Certificate: IT Systems Development - NQF Level 4 - NLRD 24294.
- National Certificate: IT Technical Support - NQF Level 4 - NLRD 24293.
- National Certificate: Public Administration - NQF Level 4.
- National Certificate: Risk Management - NQF Level 4 - NLRD 24396.
- Further Education and Training Certificate: Arts and Culture Administration - NQF Level 4 - NLRD 48818.
- Further Education and Training Certificate: Management and Administration - NQF Level 4 - NLRD 49129.
- Vertical articulation is possible with:
- National Certificate: Management - NQF Level 5 - NLRD 24493.
- National Certificate: Management and Administration - NQF Level 5 - NLRD 49126.
- National Certificate: Business Advising - NQF Level 5 - NLRD 48886.
- National Certificate: Business Consulting Practice - NQF Level 5.
- National Certificate: Public Finance Management and Administration - NQF Level 5.
- National Certificate: Project Management - NQF Level 5