



*Institute for Quality*

Education, Training and Development

Empowerment through Education



FETC : Project Management Support

Course Information

## FURTHER EDUCATION AND TRAINING CERTIFICATE : PROJECT MANAGEMENT

SAQA ID : 50800

NQF LEVEL: 4

CREDITS 136

### PURPOSE AND RATIONALE 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.  
As electives specialisation in:
- Competence to plan, execute and control small, simple projects.  
OR
- Competence in specialised technical areas to support project management processes.  
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.

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.

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.

### COURSE EXPECTATION

This is a learnership, and therefore has a theory and workplace component.

- Learners are expected to complete the theory at the training provider.
- The workplace component must be complete at a recognised workplace.
- The activities at the workplace will be determined by the workplace tasks that need to be completed.

Training Provider

Workplace

### SELECTION OF WORKPLACE

Learners are required to ensure that they have secured a workplace. Whilst IQ supports learners in this endeavour, it is the learners responsibility.

The workplace selected must be in line with the course undertaken.

Learners will be provided with a pack that includes:

- Letter of request for placement
- Placement guidelines for Employer organisations

# Training

## YOUR COURSE COMPRISES OF THE FOLLOWING :

- Complete Learner orientation on the programme expectations.
- Mentor guidelines for the workplace mentors.
- Work integrated guidelines for the workplace.
- Learner orientation guide.
- Process meetings map with employers and mentors.
- Training plan including the schedule of assessments
- Process map for the qualification.
- Learner guides, workbooks and log books
- E-learning lessons/ PC Tablet (with audio voice lessons)
- Training videos to support lessons showing practical applications

## ASSESSMENT

Assessments are an important part of your learning as it serves as a measure to identify if you have achieved the competencies required in this course.

Various assessment methods are used during the course of your programme. All these are collated into a Portfolio of Evidence which is used for the final summative assessment. Each module of your study will have an assessment of some form. The workplace is assessed through a logbook. This comprises a list of tasks which needs to be completed and signed off by your workplace mentor.

## DELIVERY MODDALITY

The delivery modality is flexible and designed according to the needs of the client. The following are some of the options:

### Option 1

- Lessons are presented on a PC Tablet. These are recorded. All the learner guides and workbooks are on the PC Tablet.

### Option 2

- E-learning. Lessons are on the e-learning platform and learners progress through them.

### Option 3

- Face to face tuition according to a training plan.



Company inductions

Better tracking

Convenience

Learner control

Use of dead time

Suits: learning styles

Social learning

Easy evidence

Learner confidence

**Institute for Quality**  
**Mobile Learning for the**  
**workplace. Are you ready?**



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**PROGRAMME MODULES :**

ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
120383	Provide assistance in implementing and assuring project work meets quality requirements	NQF Level 03	6
120376	Conduct project documentation management to support project processes	NQF Level 04	6
120373	Contribute to project initiation, scope definition and scope change control	NQF Level 04	9
120374	Contribute to the management of project risk within own field of expertise	NQF Level 04	5
120384	Develop a simple schedule to facilitate effective project execution	NQF Level 04	8
120372	Explain fundamentals of project management	NQF Level 04	5
120381	Implement project administration processes according to requirements	NQF Level 04	5
120387	Monitor, evaluate and communicate simple project schedules	NQF Level 04	4
120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	NQF Level 04	6
120382	Plan, organise and support project meetings and workshops	NQF Level 04	4
120379	Work as a project team member	NQF Level 04	8
8968	Accommodate audience and context needs in oral communication	NQF Level 03	5
8969	Interpret and use information from texts	NQF Level 03	5
8973	Use language and communication in occupational learning programmes	NQF Level 03	5
8970	Write texts for a range of communicative contexts	NQF Level 03	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	NQF Level 04	6
8974	Engage in sustained oral communication and evaluate spoken texts	NQF Level 04	5
8975	Read analyse and respond to a variety of texts	NQF Level 04	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	NQF Level 04	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	NQF Level 04	6
12153	Use the writing process to compose texts required in the business environment	NQF Level 04	5
8976	Write for a wide range of contexts	NQF Level 04	5

CORE

FUNDAMENTAL

**ELECTIVE**

120385	Apply a range of project management tools and techniques	NQF Level 04	7
242819	Motivate and Build a Team	NQF Level 04	10