

# Further Education and Training Certificate: Project Management

**SAQA: 50080 | NQF Level: 5 | Total Credits: 136 | Duration: 1 Year (2 Semesters)**  
**Accreditation Authority: Service Sector Education and Training Authority (SETA)**

Kick-start your career in Project Management. This qualification equips you with the skills to lead and manage projects effectively, ensuring successful outcomes in diverse industries, with a focus on project planning, risk management, stakeholder engagement and team leadership, you'll gain the expertise to thrive in the competitive field of project management.

## Admission Requirements

To register for this qualification, candidates must meet one of the following criteria:

- ❖ National Senior Certificate (NSC)
- ❖ NQF Level 3 qualification or equivalent
- ❖ Recognition of Prior Learning (RPL) is available for relevant industry experience

## Qualification Structure

This qualification consists of knowledge, practical skills and work experience modules providing a comprehensive understanding of project management.

Unit Standard	Modules	NQF Level	Credits
<b>SEMESTER 1</b>			
<b>Core Module (COMPULSORY)</b>			
120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6
120376	Conduct project documentation management to support project processes	4	6
120373	Contribute to project initiation, scope definition and scope change control	4	9
120374	Contribute to the management of project risk within own field of expertise	4	5
120384	Develop a simple schedule to facilitate effective project execution	4	8
120372	Explain fundamentals of project management	4	5
120381	Implement project administration processes according to requirements	4	5
120387	Monitor, evaluate and communicate simple project schedules	4	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	4	6
120382	Plan, organise and support project meetings and workshops	4	4
120379	Work as a project team member	4	8
<b>Elective Modules</b>			
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace	3	4
242819	Motivate and Build a Team	4	10
120378	Support the project environment and activities to deliver project objectives	5	14
<b>SEMESTER 2</b>			
<b>Fundamental Modules (COMPULSORY)</b>			
8968	Accommodate audience and context needs in oral communication	3	5
8969	Interpret and use information from texts	3	5
8973	Use language and communication in occupational learning programmes	3	5
8970	Write texts for a range of communicative contexts	3	5

9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8975	Read analyse and respond to a variety of texts	4	5
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
12153	Use the writing process to compose texts required in the business environment	4	5
8976	Write for a wide range of contexts	4	5

### Career Opportunities

Upon completing this qualification, Students can pursue various career opportunities, including:

- ❖ Project Team Leader
- ❖ Project Support Officer
- ❖ Project Coordinator
- ❖ Project Administrator

### Articulation Options

- ❖ **Horizontal:** Management, Business Administration, Public Administration, and Risk Management (NQF Level 4)
- ❖ **Vertical:** National Certificates in Management, Project Management, and Business Advising (NQF Level 5)
- ❖ This qualification is a direct feeder into the new Occupational Certificate: Project Manager (NQF Level 5).