

SAQA ID:	Programme Title:	Credits:	NQF Level:
50080	Project Management	136	Level 4



This program is offered by Moetapele Academy as a training provider accredited by Services Seta

Admission Requirements

- Learner must have a matric certificate (grade 12), or a standard 9 (grade 11) result letter
 - In rare circumstances the learner can submit an affidavit
 - Contact the Academy in this regard
- Proficiency competencies
 - Communication at NQF Level 3.
 - Mathematical Literacy at NQF Level 3
 - Computer Literacy at NQF Level 3.

Program requirements

- Program runs on a computer with
 - Intel core i3, i5, i7 CPU or Intel Pentium or Celeron CPU
 - At least 6GB RAM
 - Webcam, speakers/headphone and microphone

Course Description

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.

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.

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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 rules

- Fundamental component (compulsory) 56 credits
 - Learner must do unit standards in mathematical literacy, and communication in a first and second South African language
- Core component (compulsory) 66 credits
- Elective component of unit standards 14 credits
 - Moetapele Academy will advise on the elective component in accordance with its accreditation

Assessments

Learner will undergo formative practical assessments as well as written theory tests that simulate real life scenarios. Based on their progress learners will then be admitted to complete the integrated final summative assessment.

Certification

On successful completion of the programme, the learner will receive a Further Education and Training Certificate: Project Management NQF Level 4.

The pricing includes:

- The electronic virtual program
- Coaching and mentoring
- Regular reports
- All assessments and moderation
- Registration with relevant SETA

Cost: POA

General Information

- Any number of learners, anytime of the year, from anywhere can register.
- All credit applicants are subject to undergo a credit assessment; they also need to supply necessary financial information and proof of earnings for reference purposes.
- Please take note of the cancellation policy on the enrolment form.
- Payment options may vary.
- Terms and conditions apply.

Disclaimer

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The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Moetapele Academy Forty 5 Degrees HR Development CC's control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Moetapele Academy Forty 5 Degrees HR Development CC will formally notify current learners. All possible measures will be taken to minimize inconvenience to learners.

Certification Modules:

To see certification modules, scroll down to the next page

	ID	UNIT STANDARD TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	NQF Level 03	6
Core	120376	Conduct project documentation management to support project processes	Level 4	NQF Level 04	6
Core	120373	Contribute to project initiation, scope definition and scope change control	Level 4	NQF Level 04	9
Core	120374	Contribute to the management of project risk within own field of expertise	Level 4	NQF Level 04	5
Core	120384	Develop a simple schedule to facilitate effective project execution	Level 4	NQF Level 04	8
Core	120372	Explain fundamentals of project management	Level 4	NQF Level 04	5
Core	120381	Implement project administration processes according to requirements	Level 4	NQF Level 04	5
Core	120387	Monitor, evaluate and communicate simple project schedules	Level 4	NQF Level 04	4
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	NQF Level 04	6
Core	120382	Plan, organise and support project meetings and workshops	Level 4	NQF Level 04	4
Core	120379	Work as a project team member	Level 4	NQF Level 04	8

Fundamental	8968	Accommodate audience and context needs in oral communication	Level 3	NQF Level 03	5
Fundamental	8969	Interpret and use information from texts	Level 3	NQF Level 03	5
Fundamental	8973	Use language and communication in occupational learning programmes	Level 3	NQF Level 03	5
Fundamental	8970	Write texts for a range of communicative contexts	Level 3	NQF Level 03	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	Level 4	NQF Level 04	6
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	Level 4	NQF Level 04	5
Fundamental	8975	Read analyse and respond to a variety of texts	Level 4	NQF Level 04	5
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 4	NQF Level 04	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	NQF Level 04	6
Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	NQF Level 04	5
Fundamental	8976	Write for a wide range of contexts	Level 4	NQF Level 04	5
Elective	13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	Level 3	NQF Level 03	5
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business	Level 3	NQF Level 03	4

		sub-sector, own organisation and a specific workplace			
Elective	120385	Apply a range of project management tools and techniques	Level 4	NQF Level 04	7
Elective	243298	Apply administrative skills and knowledge in a sport organisation	Level 4	NQF Level 04	11
Elective	243296	Apply values and ethics to a sport organisation	Level 4	NQF Level 04	3
Elective	243303	Create, improvise and organize sport activities	Level 4	NQF Level 04	6
Elective	120377	Identify, suggest and implement corrective actions to improve quality of project work	Level 4	NQF Level 04	7
Elective	243300	Lead a community sport activity	Level 4	NQF Level 04	12
Elective	242819	Motivate and Build a Team	Level 4	NQF Level 04	10
Elective	243293	Promote sport activity in a community	Level 4	NQF Level 04	4
Elective	120386	Provide procurement administration support to a project	Level 4	NQF Level 04	7
Elective	120380	Evaluate and improve the project team's performance	Level 5	Level TBA: Pre-2009 was L5	7
Elective	120388	Supervise a project team of a small project to deliver project objectives	Level 5	Level TBA: Pre-2009 was L5	14
Elective	120378	Support the project environment and activities to deliver project objectives	Level 5	Level TBA: Pre-2009 was L5	14