

Occupational Certificate: Project Manager NQF 5 FACT SHEET

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**A F R I C A N
A C A D E M Y**

Programme: Project Management NQF5 – QCTO certified

Purpose:

The purpose of this qualification is to equip a person to be a Project Manager. Project management as a profession allows a person to have the knowledge, processes, skills, tools, and techniques that will enable a project to achieve success.

A qualified learner will be able to:

- Initiate a project to address specific project objectives.
- Plan and prepare the delivery of a project.
- Execute and control the delivery of a project management plan.
- Manage the project close out process.

Entry Requirements:

Level 4 or Matric with Mathematical Literacy, and Communication

Selection Procedure

Proof of the above qualifications/reference and interview to confirm suitability, aptitude and experience

Programme content

This qualification is made up of Three Phases, containing the following compulsory Knowledge and Practical Skill Modules:

Phase 1 - Introduction to Project Management

Knowledge and Practical Skill Modules

Knowledge Modules

- Understanding of the 10 knowledge areas of Project Management.
- Utilizing Project Management Tools.
- Applying problem solving techniques.

- Risk identification in Projects
- Knowledge of all documents related to a medium size project.
- Lifecycles of a Project.
- Full glossary related to Project Management.
- Project costing.

Practical Skill Modules:

- No Practical skill required

Phase 1 - Introduction to Project Management – Duration

Part-time: 9 consecutive Saturdays 10:00-12:00

Three intakes per year:

First intake – Lectures commence 1 February 2023 10:00 – 12:00

Second intake – Lectures commence 4 June 2023 10:00 – 12:00

Third intake – Lectures commence 10 September 2023 10:00 – 12:00

Course Fees (R 5 600)

R 2 600 deposit and the balance in 2 equal instalments (R 1 500)

Phase 2: Project Management NQF5

Knowledge and Practical Skill Modules Entry

Requirements:

Phase 1 - Introduction to Project Management

Knowledge Modules

- Introduction
- Organizational influences and project life cycle
- Project management processes
- Project integration management
- Project scope management

Practical Skill Modules

- Interpret the project charter or brief and associated documents
- Scope Development

Phase 2 - Duration DEPENDANT ON

ENTRIES

Part-time: 30 consecutive Saturdays.

Intake One: Lectures commence 1 February 2023 12:00 – 14:00.

Intake Two: Lectures commence 13 August 2023 12:00 – 14:00.

Course Fees (R 7300)

R 2 300 deposit and the balance in 4 equal instalments (R 1 200)

Phase 3: Project Management NQF5

Knowledge and Practical Skill Modules

Knowledge Modules

- Project time management
- Project cost management
- Project quality management
- Project human resource management
- Project communications management
- Project risk management
- Project procurement management
- Project stakeholder management

Practical Skill Modules

- Initiate a project
- Plan and develop a project time line and schedule
- Plan and develop a project management approach and scope statement
- Plan for and project the cost of a project
- Plan project management systems
- Monitor and control the scope of a project
- Control the project delivery schedules and costs
- Control the project quality,
- Manage and control the human resources of a project,
- Conduct and control project communication and stakeholder interaction
- Manage and control project risks,
- Manage and control project procurement activities
- Manage and control project close-out activities

Phase 3 - Duration

Part-time: 35 consecutive. Only one intake per year. Lectures commence 1 February 2023 08:00 – 10:00. Logbook to be maintained, include but not limited to.

Course Fees (R 27 000)

R 3 000 deposit and the balance in 8 equal instalments (R 3 000)

EXIT LEVEL OUTCOMES

- Initiate a project to address specific project objectives.
- Plan and prepare the delivery of a project.
- Execute and control the delivery of a project management plan.
- Manage the project close out process.

This qualification also requires the following Work Experience Modules:

- Attend to project initiation management processes
- Attend to project planning processes
- Attend to project execution and control processes
- Attend to project close out processes

NOTES

Qualifying for external assessment:

In order to qualify for an external assessment, learners must provide proof of completion of all required knowledge and practical modules by means of statements of results and a record (Log Book) of completed work experience

Conclusion:

The qualification is closely aligned with the two most recognised international standards for project managers.