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EXECUTIVE SUMMARY

National Diploma

Project Management

NQF Level 5

Faculty of Business: Management Sciences

Learning Programme Title	National Diploma**:** Project Management
Learning Programme Id	58309
DOL Number	N/A
Registration End Date	2018-06-30
Last Date For Enrolment	2019-06-30
Duration	2 Years
Nqf Level	5
Credits	Minimum Of 247 Credits
Learning Assumed To Be In Place	It Is Assumed That Learners Accessing This Qualification Are Competent In: ▪ Communication at NQF Level 4. ▪ Mathematical Literacy at NQF Level 4. ▪ Computer Literacy at NQF Level 3.
Quality Assurance Functionary	SERVICES SETA

COURSE SYNOPSIS

The purpose of the qualification is to enable a learner, under general supervision, to:

- Plan, establish and manage a simple to moderately complex project and project team whilst using a variety of routine and non-routine processes.
- Select from a wide choice of standard and non-standard procedures.
- Take full responsibility for the nature, quantity and quality of output.
- Take responsibility for group output as required.
- Show possession of a wide range of scholastic and/or technical skills applicable in the field of project management.

The purpose of this qualification is to address the project and general threshold competence required to manage simple to moderately complex projects.

A project manager operating at NQF level 5 maybe a full-time manager or a part time manager involved in the product design and development work. He could be operating as a technical specialist and as a project manager.

Recognition of Prior Learning (RPL)

This qualification can be obtained in part or in whole through Recognition of Prior Learning (RPL).

Access to this Qualification is open to all learners who:

- Have completed Communication and Mathematical Literacy at NQF Level 4.
- Are in possession of a qualification at NQF Level 4 such as an FETC or a Senior Certificate.

Learners should preferably have completed either the FETC: Project Management or the NC: Project Management Level 5, before accessing the qualification.

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Qualification rules	Exit level outcomes
The qualification is made up of a combination of learning outcomes from fundamental, core and elective components, totalling 247 credits. **Fundamentals** All fundamental unit standards totaling 17 credits are compulsory. **Core** All core unit standards totaling 164 credits are compulsory. **Electives** Elective unit standards totaling a minimum of 66 credits.	▪ Plan the project. ▪ Execute, monitor and control the project. ▪ Hand over and close the project. ▪ Lead and manage others. ▪ Apply the principles of risk management to a project.

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Qualification Overview /Clustering

Fundamental Module

1. Communication in the Project Environment

ID	Unit Standard Title	Level	Credits
115792	Access, process, adapt and use data from a wide range of texts	5	5
115817	Provide and respond to feedback	5	4
12433	Use communication techniques effectively	5	8
		Total	17

Core Modules

2. Project Scope Statement

ID	Unit Standard Title	Level	Credits
243811	Determine the work required to accomplish the objectives and organise the scope of a simple to moderately complex project	5	7
243823	Develop a preliminary project scope statement for a simple to moderately complex project	5	12
		Total	19

3. Stakeholder and Communication Management

ID	Unit Standard Title	Level	Credits
243815	Manage stakeholder relations on a project	5	12
243822	Manage project communication for a project	5	8
		Total	20

4. Project Time Management

ID	Unit Standard Title	Level	Credits
243820	Develop an optimised work and resource schedule for a simple to moderately complex project	5	12
		Total	12

5. Cost Management

ID	Unit Standard Title	Level	Credits
243813	Develop a project cost management plan for a simple to moderately complex project	5	12
		Total	12

6. Quality Management

ID	Unit Standard Title	Level	Credits
243816	Develop a project quality management plan for a simple to moderately complex project	5	6
		Total	6

7. Human Resource Management

ID	Unit Standard Title	Level	Credits
242655	Demonstrate knowledge and application of ethical conduct in a business environment	4	4
15096	Demonstrate an understanding of stress in order to apply strategies to achieve optimal stress levels in personal and work situations	5	5
114274	Demonstrate and apply an understanding of the Basic Conditions of Employment Act (Act 75 of 1997)	5	8
120380	Evaluate and improve the project team's performance	5	7
15225	Identify and interpret related legislation and its impact on the team, department or division and ensure compliance	5	4
15230	Monitor team members and measure effectiveness of performance	5	4
		Total	32

8. Risk Management

ID	Unit Standard Title	Level	Credits
243817	Develop a project risk management plan for a simple to moderately complex project	Level 5	7
		Total	7

9. Procurement Management

ID	Unit Standard Title	Level	Credits
243821	Manage the procurement process for a simple to moderately complex project	Level 5	10
		Total	10

10. The Project Management Plan

ID	Unit Standard Title	Level	Credits
243824	Develop an integrated Project Management plan for a simple to moderately complex project	5	8
243814	Establish a project or project phase and its processes for a simple to moderately complex project	5	14
		Total	22

11. Project Execution

ID	Unit Standard Title	Level	Credits
243812	Monitor and control the execution of the project management plan for a simple to moderately complex project	5	12
243818	Negotiate agreements in simple to moderately complex situations	5	4
		Total	16

12. Project Closure

ID	Unit Standard Title	Level	Credits
243819	Coordinate the closure of a simple to moderately complex project	5	8
		Total	16

Electives Modules

13. Team Management

ID	Unit Standard Title	Level	Credits
15237	Build teams to meet set goals and objectives	5	3
15229	Implement codes of conduct in the team, department or division	5	3
15223	Implement training needs for teams and individuals to upgrade skills levels	5	3
7863	Manage staff development	5	6
15231	Create and use a range of resources to effectively manage teams, sections, departments or divisions	5	4
15219	Develop and implement a strategy and action plans for a team, department or division	5	4
		Total	23

14. Conflict and Disciplinary Action

ID	Unit Standard Title	Level	Credits
11286	Institute disciplinary action	5	8
114226	Interpret and manage conflicts within the workplace	5	8
		Total	16

15. Recruitment and Selection

ID	Unit Standard Title	Level	Credits
12140	Recruit and select candidates to fill defined positions	5	9
15235	Prepare and conduct staff selection interviews	5	3
11907	Draft an employment contract	5	3
		Total	15

16. Occupational Health and Safety

ID	Unit Standard Title	Level	Credits
12459	Optimise the safety, health and environmental protection system	5	6
		Total	6

17. Maintaining Stakeholder Relationships

ID	Unit Standard Title	Level	Credits
242726	Facilitate Meetings/Workshops Effectively To Achieve Organisational Outcomes	5	4
15238	Devise And Apply Strategies To Establish And Maintain Relationships	5	3
		Total	7

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Articulation Options

Horizontal articulation

- ID 24493: National Certificate: Management, NQF Level 5.
- ID 48872: National Certificate: Information Technology (Systems Development), NQF Level 5.
- ID 48908: National Certificate: Sanitisation Project Co-Ordination, NQF Level 5.
- ID 49469: National Diploma Complex Procurement, Level 5.
- ID 49793: National Certificate: Productivity, Level 5.
- ID 49794: National Diploma: Productivity, Level 5.
- ID 49692: National Diploma: Human Resources Management and Practices, Level 5.

Vertical Articulation

- ID 48722: Advanced Diploma: Project Management, Level 6.
- ID 13862: Bachelor of Technology: Project Management, Level 7.

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