



Executive Summary

Qualification	FETC: Project Management
Qualification ID	50080
NQF Level	4
Minimum Credits	136
Duration	12 months
Field	Business, Commerce and Management Studies
Subfield	Project Management
ETQA	Services SETA
Purpose	<p>The primary purpose of the qualification is to provide learners with:</p> <ul style="list-style-type: none"> ▪ 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

Entry Requirements

- Communication at NQF level 3
- Mathematical Literacy at NQF level 3
- Computer Literacy at NQF Level 3



Head Office
3rd Floor, South Wing
20 Skeen Boulevard
Bedfordview

Centre of Leadership Excellence
3rd Floor, North Wing
20 Skeen Boulevard
Bedfordview

Centre of Business Excellence
2nd Floor, West Wing
H. Santos Building
30 Arena Close
Bruma

Telephone
+27 11 856 4700
+27 10 020 3920

Website
www.klmempowered.com

Contact
Lyn Mansour: +27 82 330 5160

Exit Level Outcomes

- Working with others to undertake or support the project management activities
- Assisting the project manager and/or project team by contributing and participating in planning, execution and control activities
- Providing support to the administration of a project
- Supervising a project team of a small project to deliver project objectives
- Supporting the project environment and management activities to deliver project objectives
- Describing and applying specialised technical methods, tools and techniques to a project to deliver project objectives.

The KLM Empowered X-Perience



X-Ploration

For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.



X-Tension

Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.



X-Citement

Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.



X-Change

Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.



X-Cellence

Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

Learning Blocks

1

Project Management Fundamentals

ID	Unit Standard Title	Level	Credits
120372	Explain fundamentals of project management	4	5
8974	Engage in sustained oral communication and evaluate spoken texts	4	5
8968	Accommodate audience and context needs in oral communication	3	5
8973	Use language and communication in occupational learning programmes	3	5
Total			20

2

Project Meetings and Records Management

ID	Unit Standard Title	Level	Credits
120376	Conduct project documentation management to support project processes	4	6
120381	Implement project administration processes according to requirements	4	5
120382	Plan, organise and support project meetings and workshops	4	4
12153	Use the writing process to compose texts required in the business environment	4	5
8969	Interpret and use information from texts	3	5
Total			25

3

Project Initiation and Scope Management

ID	Unit Standard Title	Level	Credits
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
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
8975	Read analyse and respond to a variety of texts	4	5
Total			25

4

Project Support

ID	Unit Standard Title	Level	Credits
120384	Develop a simple schedule to facilitate effective project execution	4	8
120387	Monitor, evaluate and communicate simple project schedules	4	4
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
Total			22

5

Work as a project team member

ID	Unit Standard Title	Level	Credits
120379	Work as a project team member	4	8
120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6
8970	Write texts for a range of communicative contexts	3	5
8976	Write for a wide range of contexts	4	5
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Total			30

Supervise a project team of a small project to deliver project objectives

ID	Unit Standard Title	Level	Credits
120388	Supervise a project team of a small project to deliver project objectives	5	14
Total			14

Support the project environment and management activities to deliver project objectives

ID	Unit Standard Title	Level	Credits
120378	Support the project environment and activities to deliver project objectives	5	14
Total			14

Specialised technical methods, tools and techniques

ID	Unit Standard Title	Level	Credits
120385	Apply a range of project management tools and techniques	4	7
Total			7

Quality Control

ID	Unit Standard Title	Level	Credits
120377	Identify, suggest and implement corrective actions to improve quality of project work	4	7
Total			7

Procurement Administration

ID	Unit Standard Title	Level	Credits
120377	Identify, suggest and implement corrective actions to improve quality of project work	4	7
Total			7

Performance Management

ID	Unit Standard Title	Level	Credits
120380	Evaluate and improve the project team's performance	5	7
13912	Apply knowledge of self and team in order to develop a plan to enhance team performance	3	5
242819	Motivate and Build a Team	4	10
Total			22

HIV/AIDS

ID	Unit Standard Title	Level	Credits
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	3	4
Total			4