Executive Summary

Qualification	National Diploma: Project Management
Qualification ID	58309
NQF Level	5
Minimum Credits	247
Duration	12 to 24 months
Field	Business, Commerce and Management Studies
Subfield	Project Management
ETQA	Services SETA
Purpose	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.
Entry Requirements	- Communication at NQF Level 4. - Mathematical Literacy at NQF Level 4. - Computer Literacy at NQF Level 3.

Exit Level Outcomes

- 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. s.

.

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

Project Definition

1

ID	Unit Standard Title	Level	Credits
243823	Develop a preliminary project scope statement for a simple to moderately complex project	5	12
243811	Determine the work required to accomplish the objectives and organise the scope of a simple to moderately complex project	5	7
243817	Develop a project risk management plan for a simple to moderately complex project	5	7
243814	Establish a project or project phase and its processes for a simple to moderately complex project	5	14
15238	Devise And Apply Strategies to Establish and Maintain Relationships	5	3
		Total	43

Project Planning

2

ID	Unit Standard Title	Level	Credits
243820	Develop an optimised work and resource schedule for a simple to moderately complex project	5	12
243813	Develop a project cost management plan for a simple to moderately complex project	5	12
243816	Develop a project quality management plan for a simple to moderately complex project	5	6
243824	Develop an integrated Project Management plan for a simple to moderately complex project	5	8
		Total	38

Organising Project Resources

3

ID	Unit Standard Title	Level	Credits
243815	Manage stakeholder relations on a project	5	12
243822	Manage project communication for a project	5	8
12433	Use communication techniques effectively	5	8
243821	Manage the procurement process for a simple to moderately complex project	5	10
243818	Negotiate agreements in simple to moderately complex situations	5	4
		Total	42

Human Resource Management

4

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
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	47

Leading Project Teams

5

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
242726	Facilitate Meetings/Workshops Effectively To Achieve Organisational Outcomes	5	4
115817	Provide and respond to feedback	5	4
		Total	31

Project Control

6

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
11286	Institute disciplinary action	5	8
114226	Interpret and manage conflicts within the workplace	5	8
12459	Optimise the safety, health and environmental protection system	5	6
		Total	34

Project Closure

ID	Unit Standard Title	Level	Credits
243819	Coordinate the closure of a simple to moderately complex project	5	8
115792	Access, process, adapt and use data from a wide range of texts	5	5
		Total	13

The Greatness Effect