

Project Management:

FET Certificate: NQF Level 4

SAQA ID: 50080

This FET National Certificate programme aims to capacitate learners in terms of the practical application of project management. The focus will be on the various components that make up projects, from practical schedules, financial feasibility to supervising a project team to deliver on project objectives.

Learners will develop a solid foundation for the application of these skills, and knowledge to explore a diverse range of environment where project management skills would be utilised. In addition, learners will be equipped to improve their communication skills, and thus be better equipped to deal with clients, suppliers and team members.

CONTENT

Course content and outcomes include:

1. Interpersonal Engagement

- Increase knowledge of self and team and apply knowledge to foster and increase teamwork.
- Planning, organising and support project meetings and workshops.
- Effectively review and evaluate project team's performance.

2. Communication

- Monitor, evaluate and communicate simple project schedules.
- Delegates will be able to adapt verbal and written communication in terms of occupational training, as well as read, comprehend, respond and discuss various texts.

3. Operational Skills

- Implementing and assuring project work that meets quality requirements.
- Contribute to a project initiation, scope definition and scope change control, as well as being able to put together a basic schedule to facilitate effective project execution.
- Participate in the estimation and preparation of cost budget for a project (or sub project) and monitor and cost control against actual budget, as well as provide procurement administration support to a project.
- Delegates will learn to identify, suggest and implement corrective actions to improve quality of project work.