

# OCCUPATIONAL CERTIFICATE PROJECT MANAGER

(SAQA ID 101869, NQF Level 5, CREDITS 240)

## SUB-PROGRAMME 01: PM Introductory Studies & Integration Modules

### Modules:

- Introductory Studies For Project Managers
- Project Integration Management

### Duration: 2 months

- Lectures: 06 days
- Self-Study: 04 days
- Practicals: 30 days

### Fees:

- Online: R 6 000
- Face-to-Face: R 7 200

### Payment Options:

- Monthly Payments: R 2 000

## SUB-PROGRAMME 02: Project Baseline Modules

### Modules:

- Scope Management
- Schedule Management
- Cost Management
- Quality Management

### Duration: 4 months

- Lectures: 12 days
- Self-Study: 28 days
- Practicals: 70 days

### Fees:

- Online: R 12 000
- Face-to-Face: R 14 400

### Payment Options:

- Monthly Payments: R 2 000

## SUB-PROGRAMME 03: Manage Project Work Modules

### Modules:

- Resource Management
- Communications Management
- Risk Management
- Procurement Management
- Stakeholder Management

### Duration: 5 months

- Lectures: 15 days
- Self-Study: 35 days
- Practicals: 100 days

### Fees:

- Online: R 12 000
- Face-to-Face: R 14 400

### Payment Options:

- Monthly Payments: R 2 000

Learners may enroll for the above Sub-Programmes independently according to their convenience. However, Learners must complete all three Sub-Programmes to qualify for the nationally recognised NQF Level 5 Certificate.

## **PURPOSE OF THE QUALIFICATION**

Learners completing this qualification will acquire knowledge and skills to operate as fully qualified Project Managers.

The qualification is closely aligned with international best practices. Two global standards, recognised as best practices models for Project Managers, were selected for international comparability purposes.

These are the Project Management Body of Knowledge (PMBOK) and the Projects in Controlled Environments (PRINCE2).

## **LEARNING SUB-PROGRAMMES**

This Qualification (Learning Programme) is divided into three Sub-Programmes, with Learning Modules aligned to the Exit Level Outcomes and Related Assessment Criteria.

The Sub-Programmes have been designed to allow for integration between Theory, Practical Skills, and Workplace components.

The following three Sub-Programmes have been prescribed for this qualification:

### **1. SUB-PROGRAMME 01: PM Introductory Studies & Integration Modules**

- Introductory Studies For Project Managers
- Project Integration Management

### **2. SUB-PROGRAMME 02: Project Baseline Modules**

- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management

### **3. SUB-PROGRAMME 03: Manage Project Work Modules**

- Project Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

## **WHO IS THE TRAINING AIMED AT?**

The Occupational Certificate in Project Management qualification is intended for both Project Management Practitioners and new learners seeking a career in Project Management.

At the end of the course, learners will obtain a nationally recognised NQF Level 5 certificate, which will increase learner employability and marketability.

## **UNEMPLOYED LEARNERS**

Unemployed learners with no access to a workplace will be assisted with access to workplace experience either from within Project Management Learning Institute sponsored projects or participating workplace partners. This will subsequently increase learner employability following a qualification based on the job training.

## **ENTRY REQUIREMENTS**

NQF Level 4 (Grade 12) or equivalent, with English and Mathematical Literacy.

## **RECOGNITION OF PRIOR LEARNING (RPL)**

Recognition of Prior Learning provides an alternative access route into a programme of learning or a qualification for those who do not meet the formal minimum requirements for admission but have the required knowledge, skills or experience for the qualification or part qualification.

Learners may access this qualification in terms of recognition of prior learning, subject to quality assurance by the relevant accredited Education and Training Quality Assurer (Services SETA).

Workplaces must confirm prior learning by issuing a statement of results or certifying a work experience for learners.

## **ON ACHIEVING THIS QUALIFICATION, THE 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.

## **EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT**

An external integrated summative assessment, conducted through the Services SETA, is required for the issuing of this qualification.

The external integrated summative assessment will focus on the Exit Level Outcomes and Associated Assessment Criteria and will consist of an open book knowledge assessment. The assessment will include open-ended questions based on specific case studies and scenarios.

## **QUALIFICATION STRUCTURE**

The SAQA occupational qualifications are associated with a trade occupation or a profession resulting from work-based Learning. SAQA qualifications are made up of three compulsory integrated components; knowledge, practical skills and workplace experience, and have an external summative assessment.

**Knowledge** refers to theory as opposed to action. This draws on the information learners have obtained throughout their theoretical training. Knowledge questions may test understanding or require learners to explain aspects of the subject matter.

**Practical Skills** refers to practical tasks or assignments that are the act of engaging in an activity (i.e. action) for the purpose of improving or mastering it. Practical tasks may ask learners to perform, create or develop evidence.

**Workplace Experience** refers to workplace tasks aimed at providing the learner with an opportunity and confidence to conduct project work under authentic working conditions under supervision. This includes exposure to the complexities of dealing with different workplace demands. In other words, the workplace question requires learners to interact with their workplace or organization to meet certain objectives.

## PROGRAMME MODULES

This qualification is made up of the following compulsory Knowledge, Practical Skills, and Work Experience modules:

<b>KNOWLEDGE MODULES</b> <b>TOTAL CREDITS: 80</b>	<b>PRACTICAL SKILL MODULES</b> <b>TOTAL CREDITS: 100</b>	<b>WORK EXPERIENCE</b> <b>MODULES</b> <b>TOTAL CREDITS: 60</b>
<ol style="list-style-type: none"> <li>1. Introductory studies for Project Managers.</li> <li>2. Project Integration Management.</li> <li>3. Project scope management.</li> <li>4. Project Time Management.</li> <li>5. Project Cost Management.</li> <li>6. Project Quality Management.</li> <li>7. Project Human Resource Management.</li> <li>8. Project Communications Management.</li> <li>9. Project Risk Management.</li> <li>10. Project Procurement Management.</li> <li>11. Project Stakeholder Management.</li> </ol>	<ol style="list-style-type: none"> <li>1. Initiate a project.</li> <li>2. Plan and develop a project management approach and scope statement.</li> <li>3. Plan and develop a project timeline and schedule.</li> <li>4. Plan for and project the cost of a project.</li> <li>5. Plan project management systems.</li> <li>6. Monitor and control the scope of a project.</li> <li>7. Control the project delivery schedules and costs.</li> <li>8. Control the project quality.</li> <li>9. Manage and control the human resources of a project.</li> <li>10. Conduct and control project communication and stakeholder interaction.</li> <li>11. Manage and control project risks.</li> <li>12. Manage and control project procurement activities.</li> <li>13. Manage and control project close-out activities.</li> </ol>	<ol style="list-style-type: none"> <li>1. Attend to project initiation management processes.</li> <li>2. Attend to project planning processes.</li> <li>3. Attend to project execution and control processes.</li> <li>4. Attend to project close out processes.</li> </ol>

## FACILITATORS



Ben Mashigo holds a Master of Commerce in Project Management (MComPM) and has more than twenty years' experience in project management, acquired while working within the banking industry and government departments.

He has worked on Business and IT projects ranging from internal process improvement, external vendor applications, compliance, enterprise architecture modelling and organisational transformation and development.

His experience gave him extensive exposure, and an in-depth knowledge of major project management methodologies. All this experience and knowledge is at the students' disposal as they will be rubbing shoulders with the best in the industry.



Sebonyane Theletsane holds the degree of Master of Business Administration and has more than twenty-five years of work experience acquired mainly while working within some of the well-known Southern African financial institutions.

His skillset covers a broad spectrum in the field of Enterprise Architecture for which he has TOGAF 9.1 Certified from the Open Group, Business Architecture from Business Architecture Guild, Big Data Architecture from Arcitura Education Inc., Service Oriented Architecture Professional from Arcitura Education Inc, IIBA's Agile Analysis Certificate, PMI's Agile Certified Profession and PMI's Project Management Professional.



## CONTACT US

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