



# FETC: PROJECT MANAGEMENT



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## FETC: PROJECT MANAGEMENT

### COURSE INFORMATION

**SAQA ID:** 50080  
**NQF Level:** 4  
**Learnership Duration:** 12 months  
**Credits:** 136  
**Contact Sessions:** Minimum Contact Session, including remediation (if required), and POE Building for this Qualification is 75 Days  
**Accrediting SETA:** Services Sector Education & Training Authority

### ENTRY CRITERIA

- Grade 12
- Communication at NQF Level 3.
- Mathematical Literacy at NQF Level 3.
- Computer Literacy at NQF Level 3

### QUALIFICATION RULES

The qualification consists of a minimum of 140 credits and has been designed in accordance with the SAQA regulations and

1. All fundamental unit standards are compulsory for this qualification. (56 credits)
2. All core unit standards are compulsory. (66 credits)
3. Elective unit standards totalling a minimum of 14 credits needs to be completed.

### EQUIPMENT REQUIRED

- Hardware: Access to a computer, display monitor / keyboard / mouse / printer
- Software: Windows 7 OS system | MS Office 2010 | Printer Driver (Where applicable)

### CANDIDATE PROFILE & DEPLOYMENT

**Target Market:** Project secretary • Project administrator • procurement or cost support • planner-estimator support.

**Mentor Requirements:** Mentor must have at least 5 years' experience as an entrepreneur or potential business owner. or similar environment.

**Workplace Requirements:** Learners must be exposed to all Outcomes related to this qualification.

### PURPOSE

This Qualification is a foundation of basic project management knowledge and skills which can be used to build further project management related competencies. Effective project team member and competency to provide administrative support to a project manager.

### SKILL LEVEL OUTCOME

- Work with others to undertake or support the project management activities.
- Assist the project manager and/or project team by contributing and participating in planning, execution, and control activities.
- Provide support to the administration of a project.
- Supervise a project team of a small project to deliver project objectives.
- Support the project environment and management activities to deliver project objectives.
- Describe and apply specialized technical methods, tools, and techniques to a project to deliver project objectives.

### ASSESSMENT MANAGEMENT

**Credit Accumulation Transfer (CAT):** 50080  
 CAT exemption is only applicable to approved learners. Approved learners will have reduced contact days. Learners who do not meet the CAT requirements will be required to complete Communication and Mathematics Clusters.

**FISA Requirements:**  
 Final Integrated Summative Assessment is requirement for the successful completion of this learnership.

**Recognition of Prior Learning (RPL):**  
 RPL is available for this qualification.

### Learning Programme 1: Project Management Introduction

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	120372	Explain fundamentals of project management	5	5
Core	120373	Contribute to project initiation, scope definition and scope change control	9	

### Learning Programme 2: Project Planning

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	120379	Work as a project team member	8	6
Core	120384	Develop a simple schedule to facilitate effective project execution	8	
<b>PoE Building and Remedials</b>				<b>5</b>

### Learning Programme 3: Mathematical Literacy

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	6	6
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	6	

### Learning Programme 4: Project budgeting and risk management

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	120375	Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget	6	4
Core	120374	Contribute to the management of project risk within own field of expertise	5	
<b>PoE Building and Remedials</b>				<b>5</b>

### Learning Programme 5: Project implementation

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	120387	Monitor, evaluate and communicate simple project schedules	4	5
Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	6	
Core	120382	Plan, organise and support project meetings and workshops	4	

### Learning Programme 6: Project Communication

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	8975	Read analyse and respond to a variety of texts	5	8
Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	5	
Fundamental	8976	Write for a wide range of contexts	5	
Fundamental	12153	Use the writing process to compose texts required in the business environment	5	
<b>PoE Building and Remedials</b>				<b>5</b>

### Learning Programme 7: Project second language communication

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Fundamental	8973	Use language and communication in occupational learning programmes (2nd language)	5	8
Fundamental	8968	Accommodate audience and context needs in oral communication (2nd language)	5	
Fundamental	8969	Interpret and use information from texts (2nd language)	5	
Fundamental	8970	Write texts for a range of communicative contexts (2nd language)	5	

### Learning Programme 8: Project Administration Support

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Core	120376	Conduct project documentation management to support project processes	6	4
Core	120381	Implement project administration processes according to requirements	5	
<b>PoE Building and Remedials</b>				<b>5</b>

### Learning Programme 10: Project Supervision

Outcome	SAQA ID	Name of Unit Standard	Credits	Training days
Elective	120388	Supervise a project team of a small project to deliver project objectives	14	5