



LEARNING &
DEVELOPMENT

Blended Learning

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Programme Name	Further Education and Training Certificate: Project Management				
SAQA ID	50080	NQF Level	4	Credits	136

Exit Level Outcomes	<ol style="list-style-type: none"> 1. Work with others to undertake or support the project management activities. 2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities. 3. Provide support to the administration of a project. 4. Supervise a project team of a small project to deliver project objectives. 5. Support the project environment and management activities to deliver project objectives. 6. Describe and apply specialised technical methods, tools and techniques to a project to deliver project objectives.
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Programme Methodology	A blended learning approach, consisting of face-to-face classroom sessions and virtual classroom learning.
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Programme Delivery	<ul style="list-style-type: none"> • The qualification is delivered over 1 year. • Attended by learners in a classroom situation with learning activities that include individual, group and self-study activities as well as practical reinforcement within a structured work environment, with workplace activities, exposure, coaching, mentoring activities and assessments.
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<p>Pre-requisites</p>	<ul style="list-style-type: none"> • Communication at NQF Level 3 or equivalent. • Mathematical Literacy at NQF Level 3 or equivalent. • Computer Literacy at NQF Level 3 or equivalent.
<p>Learner Support</p>	<p>Learner Support caters for 2 hours per learner, using the following platforms:</p> <ul style="list-style-type: none"> • Google Meet • WhatsApp • Emailing • Skype • Tele-conferencing
<p>Classroom Tools</p>	<p>The following tools/resources are used in this learning programme:</p> <ul style="list-style-type: none"> • Google Classroom • Various online activities platforms • Electronic training materials • YouTube • Google Meet • WhatsApp • Emailing • Skype • Tele-conferencing

LEARNING PROGRAMMES

Learning Programme 1 Project Management Introduction

ELO	US ID	US Title	Level	Credits
2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities	120372	Explain fundamentals of project management.	4	5
	120373	Contribute to project initiation, scope definition and scope change control.	4	9
	Total Credits			14

Learning Programme 2 Project Planning

ELO	US ID	US Title	Level	Credits
1. Work with others to undertake or support the project management activities 2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.	120379	Work as a project team member.	4	8
	120384	Develop a simple schedule to facilitate effective project execution.	4	8
	Total Credits			16

Learning Programme 3 Mathematical Literacy

ELO	US ID	US Title	Level	Credits
2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.	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
	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems.	4	6
	Total Credits			16

Learning Programme 4 Project Budgeting and Risk Management

ELO	US ID	US Title	Level	Credits
2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.	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
	Total Credits			11

Learning Programme 5 Project Implementation

ELO	US ID	US Title	Level	Credits
2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities.	120387	Monitor, evaluate and communicate simple project schedules.	4	4
	120383	Provide assistance in implementing and assuring project work meets quality requirements.	3	6
	120382	Plan, organise and support project meetings and workshops.	4	4
Total Credits			14	

Learning Programme 6 Project Communication

ELO	US ID	US Title	Level	Credits
3. Provide support to the administration of a project.	12153	Use the writing process to compose texts required in the business environment.	4	5
	8974	Engage in sustained oral communication and evaluate spoken texts.	4	5
	8976	Write for a wide range of contexts.	4	5
	8975	Read analyse and respond to a variety of texts.	4	5
Total Credits			20	

Learning Programme 7 **Project Second Language Communication**

ELO	US ID	US Title	Level	Credits
1. Work with others to undertake or support the project management activities.	8973	Use language and communication in occupational learning programmes (2nd language).	3	5
	8968	Accommodate audience and context needs in oral/signed communication (2nd language).	3	5
	8969	Interpret and use information from texts (2nd language).	3	5
	8970	Write/present/sign texts for a range of communication contexts (2nd language).	3	5
	Total Credits			

Learning Programme 8 **Project Admin Support**

ELO	US ID	US Title	Level	Credits
3. Provide support to the administration of a project.	120376	Conduct project documentation management to support project processes.	4	6
	120381	Implement project administration processes according to requirements.	4	5
	Total Credits			

Learning Programme 9 **Supervise a Project Team**

ELO	US ID	US Title	Level	Credits
4. Supervise a project team of a small project to deliver project objectives.	120388	Supervise a project team of a small project to deliver project objectives.	5	14
	Total Credits			