



SAQA ID
50080

DURATION
12 Months

CREDITS
136

SETA
Services

FETC:

GENERIC PROJECT MANAGEMENT

NQF Level 4



WHO SHOULD STUDY THIS COURSE?

The primary purpose of the qualification is to provide learners with:

A foundation of basic project management knowledge and skills which can be used to build further project management related competencies.

- Competence to be an effective project team member.
- Competence to provide administrative support to a project manager and team members.
- Competence to provide assistance to a project manager of medium to large projects.

Rationale:

The National Certificate: Short Term Insurance: NQF Level 5 is a specialist Qualification that requires the application of technical knowledge of Risk Management and Short-Term insurance to complex Corporate and/or Commercial risks. Learners at this level are required to analyse, interpret, think out of the box and adapt to change within the highly competitive and regulated insurance market.

The Qualification is intended for people in senior positions and management roles in the Short-Term Insurance Industry (Personal, Commercial and Corporate lines) including, but not limited to, Intermediaries Senior/experienced Underwriters, Senior/experienced Claims Administrators, Loss Adjusters, Auditors who specialise in Short Term insurance and Compliance Practitioners.

Rationale

The (Further Education and Training Certificate) FETC: Generic Project Management, NQF level 4 Qualification replaces the National Certificate: Generic Project Management. It caters for the current and future needs of those working on projects, in a general skills-set that is not sector-specific. The Project industry is

integral in the global business environment and skilled practitioners are required to meet the demands of the industry, providing significant benefits to individuals, global corporations and the country.

Projects are diverse in their nature, so a wide range of competencies is required to manage them and other similar systems and programmes. This qualification aims to provide the foundation or the initial skills required for an individual in an organisation to conduct projects successfully; be an effective project team member; undertake a range of project management administration or support tasks and contribute to the planning and execution of projects or sub-projects. It is designed for people working in a project environment as a team member, project administrator or leader of a small project/sub-project.

The Qualification gives accessibility and flexibility to the unemployed and employed. The level of flexibility reflects the multiple job roles, organisational requirements and changing technological nature of the industry and also allows the individual to work towards a nationally recognised Qualification.

Exit Level Outcomes

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.

Admission Requirements

1. Communications NQF level 3
2. Mathematics NQF level 3

ASSOCIATED ASSESSMENT CRITERIA

Exit Level Outcome 1:

Own and team member interactions and contributions to the project are described with examples.

Own workload and time are effectively managed in conjunction with the requirements of others in the project.

Successful support that is provided to others for project management activities is described with examples.

Exit Level Outcome 2:

Contributions are made to the planning, scoping, scheduling, budgeting and risk management of the project in accordance with agreed procedures, tools and techniques.

Assistance is provided to the project manager and team in the execution of project management activities in accordance with project requirements and agreed procedures.

The control of scope, time, cost, risk and quality is described in accordance with project requirements and agreed procedures.

Contributions are made to the 'close-out' recommendations and/or lessons learned during the project in accordance with experiences and agreed procedures.

Exit Level Outcome 3:

Project data is gathered, processed and recorded in accordance with project requirements and procedures.

Project meetings and/or workshops are organised in accordance with project requirements.

Different methods of communication are used and

described with reasons for their use in the project.

Exit Level Outcome 4:

Project management processes and techniques are applied to manage a small project from start to end and to supervise the team working on the project.

Progress is reported and status, including problems, communicated to project stakeholders

Exit Level Outcome 5:

Support is provided to project managers / project teams in developing strategies, tactics, structures, methods and processes for project operations.

Project environments are checked for compliance with agreed procedures.

Lessons learned are consolidated and used to improve project procedures.

Exit Level Outcome 6:

Processes, methods and techniques for the chosen technical field are described and evaluated within the project context.

The appropriate project tools and techniques are applied in accordance with agreed policies and procedures.

Admission Requirements

Development of the competencies may be through a combination of informal and formal learning, self-learning, training programmes and work-based application. Providers should conduct diagnostic and formative assessment. Formative, continuous and diagnostic assessments should also take place in the work place. The learner should be able to assess him or herself and determine readiness for a summative assessment against this Qualification.

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of



knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of Communication and Mathematical Literacy should be conducted in conjunction with other aspects and should use authentic Project Operational contexts wherever possible.

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed together. Groups of standards may also be assessed together.

Assessment should ensure that all specific outcomes, embedded knowledge and critical cross-field outcomes are evaluated. The assessment of the critical cross-field outcomes should be integrated with the assessment of specific outcomes and embedded knowledge.

The final summative assessment for the qualification should be undertaken under the direction of the relevant Education and Training Quality Assurance (ETQA) body.

Unit Standard			
CORE MODULE	Provide assistance in implementing and assuring project work meets quality requirements	3	6
	Conduct project documentation management to support project processes	4	6
	Contribute to project initiation, scope definition and scope change control	4	9
	Contribute to the management of project risk within own field of expertise	4	5
	Develop a simple schedule to facilitate effective project execution	4	8
	Explain fundamentals of project management	4	5
	Implement project administration processes according to requirements.	4	5
	Monitor, evaluate and communicate simple project schedules	4	4
	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
	Plan, organise and support project meetings and workshops	4	4
	Work as a project team member	4	8

Unit Standard			
FUNDAMENTAL MODULE	Accommodate audience and context needs in oral communication	3	5
	Interpret and use information from texts	3	5
	Use language and communication in occupational learning programmes	3	5
	Write texts for a range of communicative contexts	3	5
	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
	Engage in sustained oral communication and evaluate spoken texts	4	5
	Read analyse and respond to a variety of texts	4	5
	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
	Use the writing process to compose texts required in the business environment	4	5
Write for a wide range of contexts	4	5	
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