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QUALIFICATION: FETC PROJECT MANAGEMENT (SAQA ID 50080; NQF LEVEL 4)
MODE OF DELIVERY: DISTANCE LEARNING ONLINE

DESCRIPTION

The learners accessing this qualification will be working in or with project management teams, or using a project approach to their business. These projects may be technical projects, business projects, government projects or community development projects and will cut across a range of economic sectors. This qualification is also of value for learners running their own business, as project management is an integral component of any business system.

PROGRAMME PURPOSE

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.

PROGRAMME OUTCOMES

On achieving this Qualification, the learner will be able to:

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.

PROGRAMME STRUCTURE

Learning Programme 1: Project Management introduction

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities	Core	120372	Explain fundamentals of project management	Level 4	5
	Core	120373	Contribute to project initiation, scope definition and scope change control	Level 4	9
TOTAL CREDITS:					14

Learning Programme 2: Project planning

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO1. Work with others to undertake or support the project management activities ELO2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities	Core	120379	Work as a project team member	Level 4	8
	Core	120384	Develop a simple schedule to facilitate effective project execution	Level 4	8
TOTAL CREDITS:					16

Learning Programme 3: Mathematical literacy

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities	Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	Level 4	6
	Fundamental	9016	Represent, analyse and calculate shape and motion in 2- and 3-dimensional space in different contexts	Level 4	4
	Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life-related problems	Level 4	6
TOTAL CREDITS:					16

Learning Programme 4: Project budgeting and risk management

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities	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	Level 4	6
	Core	120374	Contribute to the management of project risk within own field of expertise	Level 4	5
TOTAL CREDITS:					11

Learning Programme 5: Project implementation

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO2. Assist the project manager and/or project team by contributing and participating in planning, execution and control activities	Core	120387	Monitor, evaluate and communicate simple project schedules	Level 4	4
	Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	Level 3	6
	Core	120382	Plan, organise and support project meetings and workshops	Level 4	4
TOTAL CREDITS:					14

Learning Programme 6: Project Communication

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO3. Provide support to the administration of a project	Fundamental	8975	Read, analyse and respond to a variety of texts	Level 4	5
	Fundamental	8974	Engage in sustained oral communication and evaluate spoken texts	Level 4	5
	Fundamental	8976	Write for a wide range of contexts	Level 4	5
	Fundamental	12153	Use the writing process to compose texts required in the business environment	Level 4	5
TOTAL CREDITS:					20

Learning Programme 7: Project second language communication

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO1. Work with others to undertake or support the project management activities	Fundamental	8973	Use language and communication in occupational learning programmes (second language)	Level 3	5
	Fundamental	8968	Accommodate audience and context needs in oral communication (second language)	Level 3	5
	Fundamental	8969	Interpret and use information from texts (second language)	Level 3	5
	Fundamental	8970	Write texts for a range of communicative contexts (second language)	Level 3	5
TOTAL CREDITS:					20

Learning Programme 8: Project admin support

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO3. Provide support to the administration of a project	Core	120376	Conduct project documentation management to support project processes	Level 4	6
	Core	120381	Implement project administration processes according to requirements	Level 4	5
TOTAL CREDITS:					11

Learning Programme 9: Supervise a Project Team

ELO	Unit Standard				
	Type	NLRD	Title	NQF	Credits
ELO4. Supervise a project team of a small project to deliver project objectives	Elective	120388	Supervise a project team of a small project to deliver project objectives	Level 5	14
TOTAL CREDITS:					14

ADMISSION REQUIREMENTS

Grade 11 (Standard 9), NQF Level 3 qualification, or equivalent. Proficiency in English and basic computer skills is also required.

English proficiency

Applicants are required to be proficient in English prior to admission to the course. Applicants whose first language is not English may be required to provide proof of proficiency.

ACCESS TO TECHNOLOGY

Milpark provides students with materials, resources, formative assessments (including online tests and quizzes), discussion opportunities and a number of administrative services as part of the *myMilpark* and *myCourses* online tuition and support environments. Course materials contain links to additional external resources in the form of links to downloadable documents, websites and videos.

Having access to the online facilities above is essential for efficient communication, learning and success. You will need continuous (daily) access to study, using the resources mentioned above, and to submit and receive your assignments.

Hardware requirements

For this course, you will need the following hardware configurations or better:

- Intel® Pentium 4 or AMD Athlon 64 (or compatible) processor
- At least 4 gigabyte (GB) RAM is recommended
- 2.5GB of available hard-disk space for installation; additional free space is required during installation (cannot install on removable flash storage devices)
- 1 024 × 768 resolution monitor (1 280 × 800 recommended) with a 16-bit video card
- Internet connection and registration necessary for required software activation, membership validation and access to online services (contact your local network administrator)
- Keyboard and mouse (or other pointing device).

NOTE: In addition to the operating system requirements, the faster the processor and the more RAM you have, the better.

Software requirements

- Microsoft® Windows® 7 (with Service Pack 1), or 8/8.1, or 10
- Microsoft® Office 2010 or higher

STUDENT SUPPORT

Library access

The Milpark Library provides access to e-books in a virtual library called Cyberlibris (Scholartext). Lecturers may create smart bookshelves per course or module for students to access (these shelves can contain prescribed and recommended books). Students can also create their own personal smart bookshelves containing resources for their studies. Having access to a digital library means that thousands of students can access books and resources from anywhere at the same time online. There is no need to do reservations and requests, and no limit on the time a student has to access a book. With the implementation of Cyberlibris, students also have

access to full-text resources via ProQuest (global), Ebsco (global) and Sabinet (South African publications), to assist with research and to enrich their learning experience. Access to the Library is included in the module fee.

Tutor

Comprehensive student support services are available. Students are provided with administrative support by Student Services. To assist with understanding content, students have access to tutors whom they can contact individually. Students who experience study and/or personal problems have access to a student counsellor. All support services are available to registered students via *myMilpark (myCourses)*.

ASSESSMENT

Students would need to complete online formative and summative assessments that will need to be submitted online for marking. Practical assessments also need to be submitted as workplace evidence.

DURATION

This course can run over one to two years online.

CERTIFICATION

Milpark will issue students with a Statement of Results. Only upon successful verification of Services Seta, will the results be final, and, once a student has completed the qualification, Services Seta will certify students.

FURTHER STUDIES

Milpark Education is committed to the process of lifelong learning and opening access to higher education. The programme is at NQF level 4 and will provide for articulation options into NQF level 5 programmes.

PRICING

Your Milpark College course fee includes the following:

- Your prescribed books
- Milpark College tuition.

Please contact Milpark College for the current course fee.

DISCLAIMER

The content of this brochure is accurate at the time of going to print. Milpark Education reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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