



Training Course Catalogue

Project Management

Learnership

2019

PROJECT MANAGEMENT



Programme Details

Further Education and Training Certificate: Project Management (NQF 4)

SAQA ID: 50080

Number of credits: 136

Duration: 6 months (Broken up into 3-5 days a month)

Accredited by: Services SETA

Accreditation status: Fully accredited

Venue: Ruimsig, West Rand, Gauteng

Start date: February 2019

End date: July 2019

Cost: R33 000(Excl VAT) – *Can be paid off over 6 months with R4500.00 deposit and monthly payments of R4 750.00*

Includes:

- **All learning material**
- **Meals and snacks**
- **Certification**

The NQF level 4 Project Management qualification provides 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.

After completing this course, you will work in or with project management teams or use a project approach to your business tasks. The projects you can work on 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 to learners running their own business, as project management is an integral component of any business system.

Qualifying learners working on a project will have the necessary knowledge, skills and attitudes to function more effectively and in a professional manner, add value to their job performance and enhance their ability to follow and implement policies and procedures. They will have the ability to successfully lead projects whilst applying essential techniques and best practices at every step.

Who Should Attend?

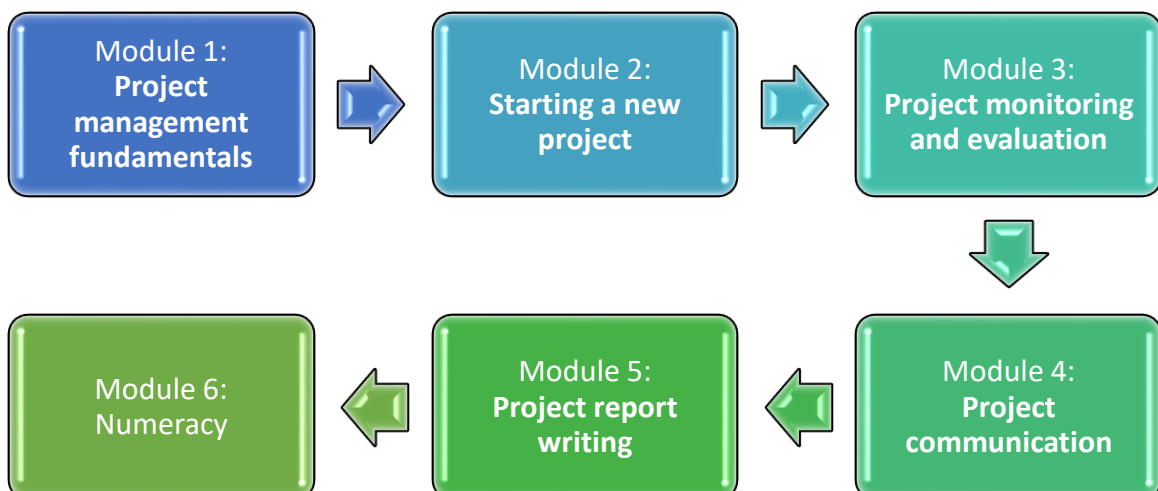
- Anyone wishing to gain Project Management Skills
- Project Managers
- Programme Managers
- Project Administrators
- Managers and Supervisors involved in running projects
- Secretaries & administrators tasked with running projects
- Business Owners
- Event Co-ordinators
- Project Team Members
- Project Procurement Staff
- Senior Managers

Admission Requirements

- English NQF level 3
- Mathematical Literacy NQF level 3
- Computer Literacy NQF level 3
- A workplace in which you will complete your practical assessment

Programme Outline

The programme consists of the following modules:



Module 1: Project Management Fundamentals

ELO	US TYPE	US ID	US TITLE	LEVEL	CREDITS
1-3	Core	<u>120372</u>	Explain fundamentals of project management	4	5
	Core	<u>120373</u>	Contribute to project initiation, scope definition and scope change control	4	9
	Core	<u>120374</u>	Contribute to the management of project risk within own field of expertise	4	5
	Core	<u>120375</u>	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
	Core	<u>120376</u>	Conduct project documentation management to support project processes	4	6
TOTAL CREDIT VALUE					31

Module 2: Start a new Project

ELO	US TYPE	US ID	US TITLE	LEVEL	CREDITS
1-3	Core	120379	Work as a project team member	4	8
	Elective	120380	Evaluate and improve the project team's performance	5	7
	Core	<u>120382</u>	Plan, organise and support project meetings and workshops	4	4
	Core	<u>120381</u>	Implement project administration processes according to requirements	4	5
TOTAL CREDIT VALUE					24

Module 3: Project Monitoring and Evaluation

ELO	US TYPE	US ID	US TITLE	LEVEL	CREDITS
1-3	Core	120383	Provide assistance in implementing and assuring project work meets quality requirements	3	6
	Core	<u>120384</u>	Develop a simple schedule to facilitate effective project execution	4	8
	Elective	120385	Apply a range of project management tools and techniques	4	7
	Core	<u>120387</u>	Monitor, evaluate and communicate simple project schedules	4	4
TOTAL CREDIT VALUE					25

Module 4: Project Communication

ELO	US TYPE	US ID	US TITLE	LEVEL	CREDITS
1-3	Fundamental	119472	Accommodate audience and context needs in oral/signed communication	3	5
	Fundamental	119457	Interpret and use information from texts	3	5

	Fundamental	119465	Write texts for a range of communicative contexts	3	5
	Fundamental	119467	Use language and communication in occupational learning programmes	3	5
TOTAL CREDIT VALUE					20

Module 5: Project Report Writing

ELO	US TYPE	US ID	US TITLE	LEVEL	CREDITS
1-3	Fundamental	119462	Engage in sustained oral communication and evaluate spoken texts	4	5
	Fundamental	119469	Read/view, analyse and respond to a variety of texts	4	5
	Fundamental	119459	Write for a wide range of contexts	4	5
	Fundamental	<u>12153</u>	Use the writing process to compose texts required in the business environment	4	5
TOTAL CREDIT VALUE					20

Module 6: Numeracy

ELO	US TYPE	US ID	US TITLE	LEVEL	CREDITS
1-3	Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
	Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
	Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
TOTAL CREDIT VALUE					16

Training will be 30% theoretical (classroom-based) and 70% practical (workplace-based)

Programme Schedule

The programme schedule is as follows:

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	
Dates	<i>To be advised</i>												
	1. Module 1 2. Work-based practical	1. Module 2 2. Work-based practical	1. Module 3 2. Work-based practical	1. Module 4 2. Work-based practical	1. Module 5 2. Work-based practical	1. Module 6 2. Final integrated summative assessment 3. Work-based practical	Assessment, remedial assessment & moderation (No class attendance required)		SETA Administration (No class attendance required)				
	Formative & summative assessments												

Training will take place from 08:30 to 16:00 on the respective dates

How to Apply

1. Send a booking/registration request to info@idleads.co.za

OR

2. Complete the booking form online [by clicking here](#)

OR

3. Complete and return the following booking form to info@idleads.co.za



PUBLIC TRAINING PROGRAMME BOOKING

Your details:

Your Name and surname:	
Your Telephone number:	
Your E-mail address:	
Company name:	
Company street address:	
Company VAT number:	
Your Job Title:	

Please indicate which training programme you wish to make a booking for:

Project Management Learnership	<input type="checkbox"/>
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Learner/Delegate Details:

Name	
Surname	
ID Number	
Mobile Number	
E-mail address	
Dietary Requirements	

****Should you wish to register multiple learners, please list all their information (in the above format for each learner) on a separate page and send through with your booking.****

Details of person responsible for payment of account:

Please tick the appropriate option:

	I am paying for myself		My company is paying for me
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Name and surname:	
Telephone number:	
E-mail address:	
Company name:	
Company street address:	
Company VAT number:	
Job Title:	

Add additional notes or comments here

Payment Details:

Banking Details:

IDLEADS (Pty) Ltd
 First National Bank
 Account number 62421841588
 Branch code: 260231
 Branch name: Client Resolution Centre
 Reference: Your name and surname

- Pay full amount for the number of learners.
- e-Mail proof of payment to info@idleads.co.za

Please read all the terms and conditions of service delivery before finalising your booking.

TRAINING PROGRAMME TERMS AND CONDITIONS

1. Fees:

All fees are current at the time of going to print; however, we reserve the right to change them.

2. Confirmation Instructions:

On receipt of this submitted booking form and payment or purchase order you will receive a confirmation letter by email confirming your participation in the training event. This includes a location map with directions, venue details and starting times.

3. Attendance:

Please note that no learner will be permitted to attend any training course without proof of payment or an order no.

4. Delegate Substitution:

Substitutes can be made up to 2 weeks prior to the commencement of the course, without incurring a penalty. Please inform us in writing so we can make the necessary arrangements for the new learner.

5. Payment:

Payment can be made by electronic transfer and must be received 14 working days prior to the commencement of the course.

Please quote the reference number from your invoice and organisation name so that payments can be tracked.

Deposits are non-refundable.

Monthly payments need to be paid by the 1st of each month. Late payments will attract a 10% interest fee.

6. Cancellation:

All cancellations must be done in writing and emailed directly to IDLEADS.

Inform us immediately if you have to re-schedule or cancel the booking so that we can inform the caterers and conference venue. Else this will be for your account.

The following charges apply if you cancel:

- Up to 2 weeks before a course = 70% of the course fee
- Less than 2 weeks prior to the commencement of the programme or no show on the day of the course = 100% of the course fee

7. Public Course Running:

All IDLEADS public courses will ONLY go ahead if we have at least 8 (eight) delegates confirmed. IDLEADS reserves the right to postpone courses with less than 8 delegates to a future date.

8. Transfer of dates & Postponements:

The transfer of dates option only applies to delegates who are transferring to a different date for the same course.

Transfers can only be made up to 2 weeks prior to the course, after which point the registration is considered to be a cancellation.

By signing this form, you confirm that you have read and understood all the terms and conditions mentioned in this document.

Authorised by (name): _____

Authorised Signature (Who warrants his/her authority): _____

Date: _____