

# FURTHER EDUCATION AND TRAINING CERTIFICATE: PROJECT MANAGEMENT

## Programme Overview

Projects are diverse and require a wide range of competencies. This programme aims to provide the foundation needed for an individual in an organisation to manage projects successfully. It teaches the student to be an effective project team member; undertake a range of project management administration or support tasks; and contribute to the planning, executing, monitoring and evaluation of projects and subprojects.

## Core Modules

- Fundamentals of Project Management
- Project Planning
- Project Implementation
- Project Monitoring

## Exit Level Outcomes

After completion of this programme, you will be able to:

- Contribute and provide assistance to a project's scope, life cycle activities and the effective execution of the project plan by applying the correct range of project management tools and ensuring project work is carried out according to plan;
- Support the implementation of the project plan in response to outcomes evaluated and assessed; and provide related inputs to keep the project on track;
- Perform administrative duties related to the project and documentation requirements and administer project meetings and workshops;
- Contribute to project financial management issues related to cost budgets for an element of work;
- Work with and support team project members working on the designated project;
- Perform procurement duties related to the project undertaken; and
- Supervise a project team and implement a range of procedures and systems related to one of the following types of projects; developmental, technical or business.

## Entry Requirements

- NQF Level 3 qualification.

## Programme Structure

- The Further Education and Training Certificate in Project Management is an NQF Level 4 qualification, with 143 credits.
- The qualification is offered over 12 months.

