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SOUTH AFRICAN QUALIFICATIONS AUTHORITY

REGISTERED QUALIFICATION:

Occupational Certificate: Project Manager

SAQA QUAL ID	QUALIFICATION TITLE			
101869	Occupational Certificate: Project Manager			
ORIGINATOR				
Development Quality Partner - SERVICES SETA				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY			NQF SUB-FRAMEWORK	
-			QQSF - Occupational Qualifications Sub-framework	
QUALIFICATION TYPE	FIELD		SUBFIELD	
Occupational Certificate	Field 03 - Business, Commerce and Management Studies		Project Management	
ABET BAND	MINIMUM CREDITS	PRE-2009 NQF LEVEL	NQF LEVEL	QUAL CLASS
Undefined	240	Not Applicable	NQF Level 05	Regular-ELOAC
REGISTRATION STATUS		SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE
Reregistered		SAQA 06120/18	2018-07-01	2023-06-30
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2024-06-30		2027-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This qualification replaces:

Qual ID	Qualification Title	Pre-2009 NQF Level	NQF Level	Min Credits	Replacement Status
21160	National Certificate: Generic Project Management	Level 4	NQF Level 04	146	
50080	Further Education and Training Certificate: Project Management	Level 4	NQF Level 04	136	
58395	National Certificate: Project Management	Level 5	Level TBA: Pre-2009 was L5	120	

PURPOSE AND RATIONALE OF THE QUALIFICATION

Purpose:

The purpose of this qualification is to prepare a learner to operate as a Project Manager. A Project Manager applies knowledge of project management to achieve project objectives in a specific field of application.

A qualified learner will be able to:

- Initiate a project to address specific project objectives.
- Plan and prepare the delivery of a project.
- Execute and control the delivery of a project management plan.
- Manage the project close out process.

Rationale:

Project Managers are the people in charge of a specific project or projects within a company or a government entity and any small or large scale development project requires high quality project management skills. The need for a qualification that will serve as a competency framework for the development of project managers is identified by a number of key government strategic frameworks and policy documents. Project Managers however can work in a variety of fields, from Information and Communication Technology, Human Resources, Advertising, Marketing, Construction and more.

Improved service delivery and economic growth in South Africa are dependent on the quality of project management skills available in the country. Project management is a cross-cutting function, needed in all social and economic sectors. This qualification presents a competency framework appropriate for South African contexts and was developed and closely benchmarked against international standards.

The qualification establishes a national standard for the training of fully qualified Project Managers and is closely aligned with international best practice.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL):

RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.

RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

Entry Requirements:

Level 4 with Mathematical Literacy and Communication.

RECOGNISE PREVIOUS LEARNING?

Y

QUALIFICATION RULES

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- 121905000-KM-01, Introductory Studies for Project Managers, Level 5, 4 Credits.
- 121905000-KM-02, Project Integration Management, Level 5, 4 Credits.
- 121905000-KM-03, Project Scope Management, Level 5, 8 Credits.
- 121905000-KM-04, Project Time Management, Level 5, 8 Credits.
- 121905000-KM-05, Project Cost Management, Level 5, 8 Credits.
- 121905000-KM-06, Project Quality Management, Level 5, 8 Credits.

- 121905000-KM-07, Project Human Resource Management, Level 5, 8 Credits.
- 121905000-KM-08, Project Communications Management, Level 05, 8 Credits.
- 121905000-KM-09, Project Risk Management, Level 05, 8 Credits.
- 121905000-KM-10, Project Procurement Management, Level 05, 8 Credits.
- 121905000-KM-11, Project Stakeholder Management, Level 05, 8 Credits.

Total number of credits for Knowledge Modules: 80.

Practical Skill Modules:

- 121905000-PM-01, Initiate a project, Level 5, 4 Credits.
- 121905000-PM-02, Plan and develop a project management approach and scope statement, Level 05, 8 Credits.
- 121905000-PM-03, Plan and develop a project time line and schedule, Level 05, 8 Credits.
- 121905000-PM-04, Plan for and project the cost of a project, Level 05, 8 Credits.
- 121905000-PM-05, Plan project management systems, Level 05, 8 Credits.
- 121905000-PM-06, Monitor and control the scope of a project, Level 05, 8 Credits.
- 121905000-PM-07, Control the project delivery schedules and costs, Level 05, 8 Credits.
- 121905000-PM-08, Control the project quality, Level 05, 8 Credits.
- 121905000-PM-09, Manage and control the human resources of a project, Level 05, 8 Credits.
- 121905000-PM-10, Conduct and control project communication and stakeholder interaction, Level 05, 8 Credits.
- 121905000-PM-11, Manage and control project risks, Level 05, 8 Credits.
- 121905000-PM-12, Manage and control project procurement activities, Level 05, 8 Credits.
- 121905000-PM-13, Manage and control project close-out activities, Level 05, 8 Credits.

Total number of credits for Practical Skill Modules: 100.

This qualification also requires the following Work Experience Modules:

- 121905000-WM-01, Attend to project initiation management processes, Level 05, 10 Credits.
- 121905000-WM-02, Attend to project planning processes, Level 5, 20 Credits.
- 121905000-WM-03, Attend to project execution and control processes, Level 05, 20 Credits.
- 121905000-WM-04, Attend to project close out processes, Level 5, 10 Credits.

Total number of credits for Work Experience Modules: 60.

EXIT LEVEL OUTCOMES

1. Initiate a project to address specific project objectives.
2. Plan and prepare the delivery of a project.
3. Execute and control the delivery of a project management plan.
4. Manage the project close out process.

ASSOCIATED ASSESSMENT CRITERIA

Associated Assessment Criteria for Exit Level Outcome 1:

- An understanding of project initiation inputs, techniques and outputs is demonstrated.
- An understanding of project initiation processes, documents, flow of data and importance of this process can be demonstrated.
- Project initiation documents can be identified, their applications explained, evaluated for completeness, gaps identified and improvement areas motivated.
- The needs and requirements of a project that must be met to achieve project objectives can be identified.
- An initial project schedule can be compiled to determine an estimated overall timeline of the project.
- An initial project budget can be compiled to reflect the feasibility of the project.

Associated Assessment Criteria for Exit Level Outcome 2:

- An understanding of project planning inputs, techniques and outputs is demonstrated.
- An understanding of project planning processes, documents, flow of data and importance of this process can be demonstrated.
- Major project assumptions and constraints are interpreted and the impact thereof on the project is explained.
- Project strategies are compiled and aligned with project objectives, including but are not limited to management strategies for project scope, schedule, cost, quality, risk, communication.

- Project controls are compiled that include but are not limited to policies, procedures, standards and guidelines required to govern the project.
- Project performance measures and acceptance criteria are compiled that supports the achievement of project objectives.
- The Project Management approach is compiled to best suit the specific project and the stakeholder requirements.
- Work Breakdown Structure including the unique identification of components, description of components and their completion criteria is produced.
- Components into which work needs to be decomposed (horizontal division) are determined using project management principles to support the planning and control of the project.
- The level of detail to which work is decomposed (vertical division) is determined using project management principles in order to support the planning and control of the project.
- An integrated project schedule is produced and maintained that consolidates the entire component plans.
- An understanding of project costs management planning and control can be demonstrated.
- Factors affecting project costs are identified and explained with examples of how these factors affect the project costs. (Range: Includes but is not limited to: constraints, time, resource availability, exchange rates, interest rates, prices).
- An understanding of the importance of managing income and expenditure on a project is demonstrated with examples of how they impact on the project outcome. (Range: Includes but is not limited to: impact of late payment, forecast of impact of changes, alignment with organisational cash flow, payment schedules, impact on profit expected).
- A cost base line is compiled that represents a time phased budget that is used as a basis against which to measure, monitor and control overall cost performance on the project.
- The cost baseline reflects needs and structures including but not limited to: Work Breakdown Structure (WBS), Chart of Accounts, Schedule.

Associated Assessment Criteria for Exit Level Outcome 3:

- An understanding of project execution and control inputs, techniques and outputs is demonstrated.
- An understanding of project execution and control processes, documents, flow of data and importance of this process can be demonstrated.
- An understanding of project management systems requirement for the management of quality, human resources, communication, risk and procurement is demonstrated.
- An understanding of project scope management practices is demonstrated in terms of evaluation and refinement of the project scope statement, validating scope statements and controlling a project scope.
- Project schedules are executed and controlled by monitoring and controlling performance measures, project base lines and project risks.
- An understanding of the cost control process, concepts, theory, techniques and practices are demonstrated.
- Cost management policies and procurements are evaluated against governance criteria for completeness and practicability, gaps are identified and corrective measures motivated.
- Recorded variance analysis, trends analysis, earned value performance reports demonstrate analytical competence and understanding.
- An understanding of project quality assurance and control concepts, practices and techniques is demonstrated.
- Project human resources management concepts, practices and techniques are applied in relation to recruitment and selection of a project team, team development, performance and conduct.
- An understanding of project communication concepts, practices and techniques is demonstrated.
- Project risks are monitored and controlled as related to risk probability estimates, risk impact assessments, risk response plans and review schedules.
- Project procurement activities are monitored and controlled including sourcing and securing project suppliers and project procurement processes.
- An understanding of project stakeholder communication processes is demonstrated.

Associated Assessment Criteria for Exit Level Outcome 4:

- An understanding of project close-out inputs, techniques and outputs is demonstrated.
- An understanding of project close-out processes, documents, flow of data and importance of this process can be demonstrated.
- An understanding of project close-out customer satisfaction and verification process is demonstrated.
- Project resource demobilisation and termination procedures are established and complied with as required

by contractual agreements.

- An understanding of project administration and contract closure audit procedure is demonstrated.
- Project transfer and handover procedure are adhered to as related to organisational and project requirements.

Integrated Assessment:

Integrated Formative Assessment:

The skills development provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting. They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated external summative assessment.

Integrated Summative Assessment:

An external integrated summative assessment, conducted through the relevant Quality Council for Trades and Occupations (QCTO) Assessment Quality Partner is required for the issuing of this qualification. The external integrated summative assessment will focus on the Exit Level Outcomes and Associated Assessment Criteria.

INTERNATIONAL COMPARABILITY

Two global standards for Project Managers were selected for international comparability purposes. These are the Project Management Body of Knowledge (PMBOK) and the Projects in Controlled Environments (PRINCE2) best practices methodology. Both standards are globally recognised as best practices models for Project Managers.

The Project Management Body of Knowledge (PMBOK) standard.

The PMBOK® Guide is widely accepted as a recognised global standard for project management. It provides project managers with a project management framework consisting of structured integrated processes, fundamental practices and the associated body of knowledge needed to achieve organisational results and quality in the practice of project management.

PMBOK provides fundamentals standards for project management that applies to the discipline of project management, irrespective of the type of project be it construction, software, engineering, automotive.

The PMBOK standard recognises 10 key knowledge areas in project management as follows:

- Project Integration Management.
- Project Scope Management.
- Project Time Management.
- Project Cost Management.
- Project Quality Management.
- Project Human Resource Management.
- Project Communications Management.
- Project Risk Management.
- Project Procurement Management.
- Project Stakeholders Management.

The PRINCE2 standard.

PRINCE2 defines project management methodology that is internationally accepted as a framework for the delivery of projects. The methodology is applicable for the delivery of a large range of projects including Information Technology (IT), research and development projects, construction projects, product development projects, marketing projects, business transformation projects and many more.

The PRINCE2 standard recognises 7 key processes in project management as follows:

- Starting up a project.
- Initiating a project.
- Directing a project.
- Controlling a stage.

- Managing stage boundaries.
- Managing product delivery.
- Closing a project.

Conclusion:

The qualification is closely aligned with the two most recognised international standards for project managers.

ARTICULATION OPTIONS

Horizontal Articulation:

- National Certificate: Generic Management, Level 5, SAQA Qual ID: 59201.
- Higher Certificate: Operations Management, Level 5, SAQA Qual ID: 88916.

Vertical Articulation:

- Advanced Certificate in Project Management, Level 6, SAQA Qual ID: 83546.
- Advanced Certificate: Management, Level 6 SAQA Qual ID: 90665.
- Diploma in Operations Management, Level 6, SAQA Qual ID: 59509.

MODERATION OPTIONS

N/A

CRITERIA FOR THE REGISTRATION OF ASSESSORS

N/A

NOTES

Qualifying for external assessment:

In order to qualify for an external assessment, learners must provide proof of completion of all required knowledge and practical modules by means of statements of results and a record of completed work experience.

Additional legal or physical entry requirements:

None.

Criteria for the accreditation of providers:

Accreditation of providers will be done against the criteria as reflected in the relevant curriculum on the Quality Council for Trades and Occupations (QCTO) website.

The curriculum title and code is: Project Manager: 121905000.

This qualification encompasses the following trades as recorded on the NLRD:

- This is not a trade qualification.

Part Qualifications:

None.

LEARNING PROGRAMMES RECORDED AGAINST THIS QUALIFICATION:

When qualifications are replaced, some (but not all) of their learning programmes are moved to the replacement qualifications. If a learning programme appears to be missing from here, please check the replaced qualification.

NONE

PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS QUALIFICATION:

This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most

complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.

NONE

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