



Fully-accredited Service Provider with the Services Seta, Nr. 1290

TRAIN AS A PROJECT MANAGER

“A plan is nothing, planning is everything”

Do you want to plan, manage and control projects successfully?

This NQF-aligned, three day management skills programme is based on the outcomes of registered unit standards that count towards nationally recognised and SAQA registered qualifications and is run in Johannesburg, Durban and Cape Town.

The Project Management training programme is aimed at providing appropriate theoretical and practical training interventions to enable individuals to effectively execute the role of project manager within an organisation.

This programme is based on the following selection of unit standards which form part of the National Certificate : Generic Project Management - NQF 4 (SAQA ID 21160) for 25 SAQA credits

- *Participate in the estimation and preparation of cost budget for a project or sub project and monitor and control actual cost against budget (120375) NQF 4, 6 credits*
- *Monitor, evaluate and communicate simple project schedules (120387) NQF 4, 4 credits*
- *Plan, organise and support project meetings and workshops (120382) NQF 4, 4 credits*
- *Conduct project documentation management to support project processes (120376) NQF 4, 6 credits*
- *Implement project administration processes according to requirements (120381) NQF 4, 5 credits*

Experienced facilitators conduct the workshops and the theoretical components are further enhanced by the introduction of practical examples of the different tasks of the supervisor as well as templates of documentation to be used during the project management process.

Assessment requirements are:

- An open-book knowledge test
- Completion of a detailed portfolio of evidence, which needs to be submitted within a stipulated time.

HOW THE TRAINING PROCESS WORKS

1. Registration for training in one of the venues nationwide with the Edutel Office 011 760 4252
2. Complete the 3-day learning programme
3. Write the knowledge test.
4. Complete and submit the portfolio of evidence.
5. Successful candidates' results are submitted to the Seta for national registration
6. Certificates of Competence are issued to competent learners.
7. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in future.

please visit our website:
<http://www.edutel.co.za>

Course fee
R5 616.66 PLUS VAT

The course fee includes the training, study material and assessment. Lunch and refreshments are included. Accommodation or travelling arrangements and expenses are the responsibility of the candidate.

FURTHER ENQUIRIES
Jenny or Karla 011 760 4251/2