



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 Further Education and Training Certificate : Project Management - NQF 4 (SAQA ID 50080) for 25 SAQA credits*

### SELECT EITHER OPTION 1 OR OPTION 2:

#### **OPTION 1:**

- 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

#### **OPTION 2:**

- Contribute to project initiation, scope definition and scope change control (120373) NQF 4, 9 credits
- Develop a simple schedule to facilitate effective project execution (120384) NQF 4, 8 credits
- Explain fundamentals of project management (120379) NQF 4, 5 credits

**Accreditation Status:** These skills programmes are approved by the Services SETA ETQA.

## 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. (**Only for companies with a group of 10+ people to train**). 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.
3. Complete the knowledge questionnaire.
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.

### **INDIVIDUALS CAN COMPLETE THE PROGRAMME VIA DISTANCE LEARNING**

**Course fee**  
**R6 700.00 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.

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

**FURTHER ENQUIRIES:**  
Jenny or Tricia 011 760 4251/2

