

Construction Project Management: Safety, Planning and Site Administration

1. Overview

To equip Construction Contractors with the knowledge and practical skills to:

- Apply relevant health and safety legislation and procedures in the workplace.
- Plan, coordinate, and monitor construction project activities, including costing and reporting.
- Implement efficient site administrative systems and procedures.

2. Programme Outcome:

- Apply basic health and safety legislation and procedures on a construction site
- Develop and implement construction project plans and schedules
- Monitor project progress, control costs, and generate reports
- Establish and manage administrative systems for construction site operations
- Contribute to a safe, efficient, and compliant construction environment

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0652

SAQA US:

9964, 9985, 9987

NQF Level:

2

Credits:

31

Entry Requirements:

Communication & Numeracy at NQF 1

Training Options:

Online - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online & (1) Face-to-face

3. Programme Content

- **(9964 US):** Apply health and safety to a work area
- **(9985 US):** Implement construction site management procedures
- **(9987 US):** Implement site administration procedures on a construction project

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

4. Topics

- Module 1: Health and Safety Legislation in Construction
- Module 2: Project Planning and Programming
- Module 3: Coordination and Monitoring of Construction Activities
- Module 4: Costing and Financial Reporting
- Module 5: Site Administrative Systems and Procedures

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation