

Project Management Foundations and Support Skills

1. Overview

This programme equips participants with foundational knowledge and practical skills in project management, budgeting, change management, scheduling, and effective public communication. It is aimed at junior managers, team leaders, or small business owners who are beginning to take on leadership and operational responsibilities in a business or project environment.

2. Programme Outcome:

- Explain fundamental project management terminology and concepts
- Describe various organisational structures in the context of project management
- Recognise areas in need of operational or strategic change and implement change initiatives
- Understand and apply budgeting principles within a business unit
- Manage time and scheduling effectively within a business environment
- Present business-related information confidently in a public or team setting

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0624

SAQA US:

120372, 15214, 13941, 114589, 13925

NQF Level:

5

Credits:

22

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. 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.

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

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) Blended & (1) Face-to-Face

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

3. Programme Content

- **(120372 US):** Explain fundamentals of project management
- **(15214 US):** Recognise areas in need of change, make recommendations and implement change in the team, department or division
- **(13941 US):** Apply the budget function in a business unit
- **(114589 US):** Manage time productively
- **(13925 US):** Present information in a public setting

4. Topics

- Module 1: Introduction to Project Management
- Module 2: Organisational Structures in a Project Environment
- Module 3: Change Management for Junior Managers
- Module 4: Budgeting for a Business Unit
- Module 5: Time and Schedule Management
- Module 6: Presentation Skills

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