

Project and Quality Management Essentials

1. Overview

This programme introduces participants to the core concepts, skills, and values needed to operate effectively in a business environment. It is designed to build foundational knowledge in business functions, communication, motivation, negotiation, career management, and basic financial literacy, preparing learners for junior or first-line management roles in small businesses or larger organisations.

2. Programme Outcome:

- Understand core and support business functions and the role of various departments
- Identify work roles and explain their contribution to organisational objectives
- Facilitate individual career planning and manage career progression within a team
- Apply motivational techniques and group dynamics to enhance team performance
- Communicate confidently in oral settings, adapting speech for different audiences and contexts
- Plan and control personal or household budgets using basic financial principles
- Apply negotiation techniques in business-related scenarios
- Identify and respond to manipulative language use in workplace communication

Qualification:

Certificate of Completion

Duration:

5-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0178

SAQA US:

14343, 11911, 242819, 119472, 7469, 13948

NQF Level:

4

Credits:

34

Entry Requirements:

Communication & Mathematical Literacy at NQF 3

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.

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

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-face

3. Programme Content

- **(14343 US):** Investigate the structure of an organization as a workplace
- **(11911 US):** Manage individual careers
- **(242819 US):** Motivate and Build a Team
- **(119472 US):** Accommodate audience and context needs in oral/signed communication
- **(7469 US):** Use mathematics to investigate and monitor the financial aspects of personal and community life
- **(13948 US):** Negotiate an agreement or deal in an authentic work situation

4. Topics

- Module 1: Introduction to the Business Environment
- Module 2: Career Planning and Development
- Module 3: Motivation and Team Dynamics
- Module 4: Effective Oral Communication
- Module 5: Business and Personal Financial Literacy
- Module 6: Negotiation in a Business Context

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