

PROGRAMME TITLE	NQF	SAQA ID	CREDITS
HIGHER CERTIFICATE IN PROJECT MANAGEMENT	5	117954	123

DESCRIPTION

The purpose of the Higher Certificate in Project Management is to provide entry into the field of project management. This qualification will equip learners with project management skills to work at entry-level in a business and industry. Learners will acquire the requisite knowledge and skills to operate ethically as part of a project team. The qualification will improve the learner's efficiency and effectiveness, which are key components in an office environment for ensuring that the organisation runs smoothly. This contributes to higher productivity and improved service delivery. A qualifying learner will be a well-rounded practitioner with foundational technical skills in management, administration, planning and organisation.

The curriculum ensures a high degree of portability and enables learners to enter multiple job roles and careers in their quest to meet individual and organisational requirements.

The qualification emphasises using project management in the business context. The successful learner will develop foundational knowledge and requisite competencies in project management, which can be applied to the business environment. Learners will obtain exposure to communication, information systems, management, administration and project management. Training for qualification is both theoretical and practical. It allows learners to grasp fundamental knowledge in the workings of various project management methods, approaches and tools in the modern work environment.

This qualification will contribute to the full development of the learner within the business environment by providing recognition and further mobility within the field. The qualification supports the philosophy of life-long learning, because learners will be able to increase their access to employment since this qualification also caters for individuals that who are employed but lack the certification to perform efficiently or to be promoted.

CAREER FIELDS

Learners could pursue a career as a/an:

- Project Manager
- Project Management Supervisor
- Project Planner
- Operations Manager
- Business Manager with responsibilities of in-house projects

PROGRAMME OUTLINE

Module	Module Code	Credits	NQF LEVEL	Module	Module Code	Credits	NQF LEVEL
1st Year; 1st semester				1st Year; 2nd semester			
Business Communication	BCOM11500	16	5	Project Quality Management	PROQA12500	12	5
Business Management Fundamentals	BMANF11500	16	5	Information Systems	INSYS11500	12	5
project Management fundamentals	PMFUN12500	10	5	Project Cost and Management	PRC&M12500	10	5
Project Scheduling	PROSCH12500	10	5	project Procurement Management	PPMAN12500	10	5
Project Resources Management	PRMAN12500	12	5	Project Management Practice	PMNPC12500	15	5
TOTAL		64		TOTAL		59	

TYPE OF PROGRAMME

The programme duration is 1 year on a full-time basis, or 3 years on a part-time basis. Tuition is face to face and is scheduled per campus. Programmes are offered during the week on a full-time and part-time basis. Part-time tuition is scheduled as per the stipulated planner

ADMISSION REQUIREMENTS

The minimum entry requirement for this qualification is:

- ☐ National Senior Certificate, NQF Level 4 granting access to Higher Certificate studies.
- Or
- ☐ Senior Certificate, NQF Level 4.
- Or
- ☐ National Certificate Vocational, NQF Level 4 granting access to Higher Certificate studies.



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LEARNER MATERIAL

Prescribed textbook lists will be provided by the academic department at your campus. Students will receive electronic versions of the study guides for this programme.

PRICING

Enquire at Berea College of Technology campus for a current programme pricelist.

ADDITIONAL COSTS

Students must make provision for additional items such as textbooks, stationery, supplementary examinations, research costs and printing of study guides etc.

EXAMINATION AUTHORITY

All Examinations are set by Berea College of Technology.

CERTIFICATION

On successful completion of the programme, the student will receive a Berea College of Technology Higher Certificate in Higher Certificate in Project Management.

ARTICULATION

This qualification allows possibilities for both vertical and horizontal articulation

Horizontal Articulation:

- ☐ Higher Certificate in Business Computing, NQF Level 5.
- ☐ Higher Certificate in Business Administration, NQF Level 5.

Vertical Articulation:

- ☐ Diploma in Project Management, NQF Level 6.
- ☐ Diploma in Public Relations, NQF Level 6.
- ☐ Diploma in Human Resource Management, NQF Level 6.

FURTHER STUDIES

Please enquire at the nearest Berea College of Technology campus for the prospectus containing post-certificate studies. Admission to further your studies at a different institution remains the prerogative of each institution and its academic council.

DISCLAIMER

The information contained in this fact sheet is accurate at the time of printing. However, factors beyond Berea College of Technology control (such as environmental, regulatory or technical changes) may cause the contents of this fact sheet or of the programme to change. In the event of any such change, Berea College of Technology will formally notify current learners. All possible measures will be taken to minimise inconvenience to learners.

Name of Learner: I....., hereby acknowledge that I understand the information stated in this document and fully comprehend the specifics explained above pertaining to this qualification.

Signature of Learner:

Name of Legal Guardian:
(if applicable)

Signature:

Name of Sales Consultant:

Signature:

Name of Head of Department:

Signature:

Date:

* Please note the original signed copy should be kept on the learner record file.

