

# ACCREDITED Short Learning Programme: Project Management

<b>SAQA ID No:</b>	<b>NQF Level:</b>	<b>Credits:</b>
Various (See below)	4	67

Short Learning Programme: Project Management  
Field 03 - Business, Commerce and Management Studies

<b>Duration of the course</b>	<b>Cash Price</b>
Part-time: 12 months Full-time: to be confirmed	<b>R21,440 Course Fee</b> R3,200 Registration Fee + R1,520 x 12 Months

## Course Outline

Unit Standard Descriptions	NQF Level	Credits
<p><b>SAQA ID: 242816:</b> <b>Conduct a structured meeting:</b> Persons credited with this unit standard will be able to:</p> <ul style="list-style-type: none"> <li>• Prepare for a meeting.</li> <li>• Conduct a meeting.</li> <li>• Deal with differing views in a meeting.</li> <li>• Distribute records of a meeting.</li> </ul>	4	5
<p><b>SAQA ID: 242822:</b> <b>Employ a systematic approach to achieving objectives:</b> Persons credited with this unit standard will be able to:</p> <ul style="list-style-type: none"> <li>• Specify objectives.</li> <li>• Formulate a plan.</li> <li>• Co-ordinate people and other resources.</li> <li>• Implement the plan to meet objectives.</li> <li>• Evaluate results and making corrections and improvements.</li> </ul>	4	10
<p><b>SAQA ID: 242811:</b> <b>Prioritise time and work for self and team:</b> Persons credited with this unit standard will be able to:</p> <ul style="list-style-type: none"> <li>• Create, implement and maintain a personal and team task list.</li> <li>• Use and maintain a diary.</li> <li>• Prioritise personal and team tasks.</li> <li>• Implement and maintain a task list.</li> </ul>	4	5

**SAQA ID: 242821:****Identify responsibilities of a team leader in ensuring that organisational standards are met:**

Persons credited with this unit standard will be able to:

- Explain the role of a team leader.
- Explain the purpose of a team.
- Contract with a team to obtain commitment.
- Monitor the achievement of team objectives.

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**SAQA ID: 242810:****Manage expenditure against a budget:**

Persons credited with this unit standard will be able to:

- Explain the concept of budgeting pertinent to an area of responsibility.
- Determine the elements of a budget relevant to an area of responsibility.
- Monitor and control actual expenses (and revenue), against projected budget.

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**SAQA ID: 242829:****Monitor the level of service to a range of customers:**

Persons credited with this unit standard will be able to:

- Identify internal and external customers, where applicable.
- Explain standards of customer service expected by the organisation.
- Measure customer satisfaction on an ongoing basis.
- Recommend corrective action.

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**SAQA ID: 242817:****Solve problems, make decisions and implement solutions:**

Persons credited with this unit standard will be able to:

- Define a problem.
- Investigate the problem.
- Generate problem solutions.
- Implement problem solution.
- Evaluate the effectiveness of the solution.

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8

**SAQA ID: 242824:****Apply leadership concepts in a work context:**

Persons credited with this unit standard will be able to:

- Explain the concept of leadership.
- Differentiate between the concepts of leadership and management.
- Apply leadership techniques to individuals and teams within the work context.
- Evaluate the impact of leadership techniques applied.

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12

**SAQA ID: 242819:****Motivate and build a team:**

Persons credited with this unit standard will be able to:

- Explain the importance of motivating a team.
- Demonstrate an understanding of self and team members in a workplace.
- Apply theories of motivation and group dynamics.
- Implement a plan of action to strengthen a team.
- Provide feedback and recognising achievements.

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If you require more information before deciding if this is the course for you, or if you would like to find out what other options we have available, please contact our call centre on:

- Landline: 041 450 2550, or Mobile: 063 236 0351, or WhatsApp: 060 395 0525
- E-mail: [educol@iafrica.com](mailto:educol@iafrica.com)

If you have decided that this is the course for you, then please...

- Complete the application form.
- Pay the course fees in full or the deposit required.
- Send all of the above documentation to: [educol@iafrica.com](mailto:educol@iafrica.com)

**We look forward to welcoming you as a student at Ed-U Options Academy.**

**WHATSAPP US!**

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