Higher Certificate in
Project Management

- **SAQA ID:** 118438
- **NQF Level: 5** (135 Credits)
- **Study Options:** Face-to-Face, Online and Distance
- **Duration:** Full-time (1 year) | Part-time (2 years)

Career Opportunities:

- Project Assistant
- Project Coordinator
- Junior Project Manager
- Operations Administrator
- Business Administrator



Overview
of the Programme

The Higher Certificate in Project Management is an IMM Graduate School qualification registered at NQF Level 5 (SAQA ID 118438) and quality assured by the Council on Higher Education (CHE) South Africa.

The qualification equips students with the knowledge and practical skills required to manage and lead projects while creating long-term value for organisations. Students learn how to apply project management principles, tools, and techniques to deliver operational projects within defined scope, quality standards, budgets, and timelines.

1 Career and Further Study Progression

Graduates are prepared to manage operational projects and coordinate teams across a wide range of business environments.

Academically, the qualification provides a direct articulation pathway into undergraduate study at the IMM Graduate School, including the Bachelor of Commerce in Marketing and Management Science (Project Management Stream), supporting continued academic and professional development.

2 Programme Structure

The Higher Certificate in Project Management consists of seven compulsory core modules.

Core Modules

- Academic Literacy
- Fundamentals of Business Management
- Fundamentals of Business Numeracy
- Fundamentals of Project Management: An Introduction
- Project Planning: Integration and Constraints
- Project Planning: People and Risk
- Project Management: Tools and Documents

3 Programme Exit Level Outcomes

Upon successful completion of the qualification, graduates will be able to:

- Apply relevant legislation, organisational policies, and procedures to project environments.
- Evaluate projects by defining scope, estimating costs, and planning project activities.
- Apply risk management techniques to identify project risks and evaluate their potential impact on project schedules.
- Identify project resource requirements and develop work plans and resource schedules.
- Distinguish between different project types, negotiate appropriate contracts, develop project plans, and implement change control systems.
- Apply recognised best practices for project monitoring, evaluation, and operational management.

4 Study Options

The IMM Graduate School offers this qualification through Face-to-Face, Distance and Online learning formats.

Students access learning through the eLearn platform, which includes:

- Module Teaching and Study Plans (MTSPs)
- Interactive digital learning content
- Self-assessment activities
- Additional reading resources
- Articles and supporting learning materials
- Academic and administrative communication

Learning is supported through:

- Regular live lectures
- Recorded lectures
- eDiscussion forums
- Dedicated academic support services

Students can also access the latest academic resources, including yearbooks, fee structures, academic calendars, application forms, and institutional policies.

5 Admission Criteria

Applicants may qualify for admission through one of the following pathways:

National Senior Certificate (NSC)

Applicants must meet the minimum requirements for admission to a Higher Certificate programme, including the following minimum language ratings:

- English Home Language with an achievement rating of 3 (40 to 49%), OR
- English First Additional Language with an achievement rating of 4 (50 to 59%).

Senior Certificate

Applicants may qualify with a Senior Certificate (Grade 12) without endorsement.

Recognition of Prior Learning (RPL)

Applicants between the ages of 23 and 44 who do not hold a National Senior Certificate, Senior Certificate, or equivalent qualification may apply through the institution's Recognition of Prior Learning (RPL) process.

IMM Graduate School