

Higher certificate in

Project Management

SAQA ID: 118438

OVERVIEW OF PROGRAMME

Our Higher Certificate in Project Management is an IMM Graduate School qualification on NQF level 5 and is quality assured by the Council on Higher Education (CHE). You can complete this qualification in a year, but if life gets in the way, you have 4 years to wrap it up.

The Higher Certificate in Project Management is designed to give students the skills needed to manage and lead projects while also creating long-term value for organisations. After completing this programme students should be able to apply the necessary project management tools, techniques, and principles to successfully carry out operational projects within the specified scope, quality standards, cost, and time.

MODE OF DELIVERY

The IMM Graduate School offers its qualifications primarily in an online distance format, augmented by a variety of additional content. The core material is available in a compelling digital presentation, complete with Pacers, self assessment opportunities, links to further material, articles of interest, and more. This digital platform also serves as the primary point of contact and communication on academic and administrative matters with a dedicated team to respond to student queries.

The content delivery is supported by regular eMasterclasses recorded and posted on the eLearn platform. eDiscussions facilitate further student to lecturer interaction.

Duration:

1 year minimum

Intakes:

March and August

Delivery Mode:

Online distance learning

Certification:

NQF Level 5

Careers:

Project Management, Business Management

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CURRICULUM

The Higher Certificate in Project Management consists of seven modules and is structured as follows:

First semester	Second semester
<ul style="list-style-type: none">• Academic Literacy (AL101C - 15 credits)• Fundamentals of Business Management (FBM101C - 20 credits)• Fundamentals of Business Numeracy (FBN101C - 20 credits)• Fundamentals of Project Management (FUPM101C - 20 credits)	<ul style="list-style-type: none">• Project Planning: Integration and Constraints (PPIC101C - 20 credits)• Project Planning: People and Risk (PPPR101C - 20 credits)• Project Management: Tools and Documents (PMTD101C - 20 credits)

PROGRAMME EXIT LEVEL OUTCOMES:

- Demonstrate an elementary understanding of literacy with respect to academic writing, technology, numeracy, and communications.
- Identify and apply legislation and organisational policies and procedures relevant to the core processes appropriately to a given situation
- Display a complete but broad scope of knowledge in the field of project management and be able to link project management activities to the functioning of organisations.
- Evaluate a project to develop the scope of work, provide accurate cost estimates and to plan the various activities through the project phases
- Associate and describe within a business context the systems within which organisations operate and be able to link these to business opportunities.
- Demonstrate an understanding of risk management analysis techniques that identify the factors that put a project at risk and to quantify the likely effect of risk on project timescales
- Explain the typical elementary methods and procedures involved in project management
- Identify the resources required for a project, to produce a work plan, resource schedule as well as managing the documents that comprise the baseline plan.
- Explain the theories typically applied in the field of project and business management.
- Distinguish between the different types of projects and follow the stages needed to negotiate an appropriate contract and develop a project plan and change control systems to integrate the various project elements.
- Solve elementary project management and business problems in organisations.
- Identify best practice relevant to operational responsibilities in terms of monitoring and evaluation.
- Access, process and apply elementary business information, considering ethical behaviour

ADMISSION CRITERIA

Admission criteria for prospective students who matriculated prior to, and including, 2007:

- Senior Certificate (Grade 12) or equivalent.
- Students over the age of 23 years who did not achieve a Matric certificate and have completed Grade 11 plus have more than 10 years related work experience, must apply to HESA (www.hesa.org.za) for full or conditional exemption

Admission criteria for prospective students who matriculated and exited the school system as of 2008:

- National Senior Certificate (NSC), National Certificate Vocational (NCV) or equivalent.
- The student must have met the minimum requirements for admission to a higher certificate programme at a higher education institution.
- Students over the age of 23 years who did not achieve a Matric certificate and have completed Grade 11 plus have more than 10 years related work experience, must apply to HESA (www.hesa.org.za) for full or conditional exemption.

