

This Skills Programme consists of the following Unit Standards:

Unit Standard Title	SAQA US ID.	Credits
Explain fundamentals of project management	120372	5
Apply a range of project management tools and techniques	120385	7
Use the writing process to compose texts required in the business environment	12153	5
TOTAL		17



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PRESENTS

THE FUNDAMENTALS OF PROJECT MANAGEMENT: NQF L4

FACILITATED BY:



Growing People and Systems through Innovative Programmes

ABOUT

South African College Principal Organisation is an independent association of all 50 South African Technical, Vocational Education and Training colleges, comprising of a National General Council and a National Office.

SACPO has set out its role to represent, promote and protect the interests of all public colleges, among its other objectives. SACPO is funded through a combination of sources, including membership fees as its primary source of income.



Accountable

Being accountable to our member colleges through consistent reporting.

Transparent

Conducting our business with openness and honesty

Responsive and Client Focused

Able to be proactive, quick and flexible to our member colleges

Participatory

Active participation in all national affairs involving our member colleges

Consensus orientated

Running the organisation through mutual agreements between members and SACPO

Follow the Rule of law

Ensure that the business of SACPO is conducted in a manner that follows all legislative requirements

Promotes equity and inclusivity

Ensure that all our member colleges promotes equity and inclusivity to those they serve

Exercises a clear separation of powers between executive and administrative structures

To be an NEC that is responsive to their mandate and an administration that implements the mandate

Comply with the current trends of Good Corporate Governance

To serve SACPO through implementation of Good Corporate Governance

VALUES

THE FUNDAMENTALS OF PROJECT MANAGEMENT: NQF L4

Project Management is a competency that is very versatile and required in most business environments. This Skills Programme was developed to provide the basis for project management, and to assist learners to understand the terminology used and interpreting and explaining fundamental concepts of project management. It also provides learners with a range of typical tools used by project managers, giving the opportunity to apply these tools. Lastly, the programme requires learners to follow a process in writing texts and reports required in business, a fundamental skill for project managers. It is intended to promote clear, unambiguous communication in plain language and to improve the quality of written reports and other texts that are specific to a business environment.

Through the three Unit Standards presented the qualifying learner is capable of:

- Explaining the nature of a project.
- Explaining the nature and application of project management.
- Explaining the types of structures that are found in a project environment.
- Explaining the application of organisation structures in a project environment.
- Explaining the major processes and activities required to manage a project.
- Demonstrating an understanding of project management tools.
- Using a range of project management tools.
- Applying corrective action steps where project management tools and techniques usage problems occur.
- Using textual features and conventions specific to texts
- Identifying the intended audience for the communication
- Identifying the purpose of a text
- Selecting the appropriate text type, format and layout for the purpose
- Organising and structuring a technical text appropriately
- Using appropriate grammar conventions
- Drafting and editing a technical text
- Recognising errors and checking for accuracy
- Presenting the same information in different ways
- Using plain language in business

ABOUT



The Culture, Art, Tourism, Hospitality, and Sport Sector Education and Training Authority (CATHSSETA) is one of 21 SETAs established under the Skills Development Act (No 97 of 1998) in 2001.

CATHSSETA was formally known as the Tourism and Hospitality Education and Training Authority (THETA) until 1 April 2012, when we became the Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority. Our mandate is to facilitate skills development within our sub-sectors through the disbursement of grants for learning programmes and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

We operate in the following sub-sectors:

Arts, Culture and Heritage
Conservation
Gaming and Lotteries
Hospitality
Sport, Recreation and Fitness
Travel and Tourism

Service Excellence
Fairness & Transparency
Respect
Accessibility
Integrity
Stakeholder Orientation

VALUES

VISION

A leader in skills development within our diverse sector

MISSION

To facilitate skills development through strategic partnerships for CATHSSETA to contribute to economic growth