No. 379   **21 April 2006**

SOUTH AFRICAN QUALIFICATIONS AUTHORITY **(SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations *of* **28** March **1998,** the Standards Generating Body (**SGB**)for

Project Management

Registered by Organising Field 03, Business, Commerce and Management, publishes the following qualification and unit standards for public comment.

This notice contains the titles, fields, subfields, NQF levels, credits, and purpose of the qualification and unit standards. The qualification and unit standards can be accessed via the **SAQA** web-site at **www.saqa.org.za**. Copies may also be obtained from the Directorate for Standards Setting and Development at the SAQA offices, **Hatfield Forum West, 1067 Arcadia Street, Hatfield, Pretoria.**

Comment on the qualification and unit standards should reach **SAQA** at the address *below and no later than 18 May* **2006. All** correspondence should be marked **Standards Setting** ⁻ **SGB for Project Management** and addressed to

The Director: Standards Setting and Development
SAQA
Attention: Mr. D Mphuthing
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S BHIKHA
DIRECTOR STANDARDS SETTING AND DEVELOPMENT

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

QUALIFICATION:

National Certificate: Project Support Service

SAQA QUAL ID	QUALIFICATION TITLE		
50398	National Certificate: Project Support Service		

SGB NAME	ORGANISING FIELD ID	PROVIDER NAME
SGB Project Management	3	

QUAL TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD
National Certificate	Business, Commerce and Management Studies	Project Management

ABET BAND	MINIMUM CREDITS	NQF LEVEL	QUALIFICATION CLASS
Undefined	137	Level 3	Regular-Unit Stds Based

PURPOSE **AND RATIONALE OF THE QUALIFICATION**
Purpose:

The National Certificate in Project Support Services: NQF Level 3 will provide the qualifying learner with the competencies needed to undertake a range of project support service functions. It also tasks and introduces the learner to some workplace and self management practices. The National Certificate: Project Support Services, NQF level 3 has been designed for people working in a project management environment at a project support level. This Qualification will mean that in future those people involved in a project management environment at lower levels will have the necessary knowledge, skills and attitudes to operate more professionally. It will also open up further career paths for people within the Project Industry and advance career opportunities. Their ability to follow and implement policies and procedures will be enhanced.

In line with the needs and requirements of the project management industry, this qualification represents a planned combination of learning outcomes in the areas of business practices, basic accounting, administrative and other related fields, and especially the field of project management. It will provide qualifying learners with competence and a basic understanding for further learning. The Qualification should enrich and add value to the learner by providing status and recognition by means of a recognised National Qualification.

Therefore the primary purpose of the Qualification is to provide learners with:

> An understanding of self-management and personal behaviour in an organisational environment
> An understanding of business ethics and practices and how to function as a team member.
> Competence to perform support service functions in a project team.

This Qualification is intended to enhance the provision of support services within the Project Industry and thus enable learners to use these competencies, for their own benefit such as personal and career growth and improve the organisation's chances of success, therefore their own progress.

Rationale:

People who work in the Project Support Services environment operate in a wide variety of industries and sectors, in diverse operating and service delivery circumstances, depending on the nature and scope of the project to which they will provide support. They have to have understanding and awareness of the challenges they may face in the process of providing support to a project.

This Qualification should result in the development of the skills and knowledge required to be successful at project support services for people at entry level. This Qualification will equip the learner with the knowledge, skills and attitudes required to start providing support to the project management functions for a project

This Qualification is intended to assist in creating appropriate learning opportunities, which will contribute towards a safe and effective workplace that will benefit the project management industry at large and open up diverse learning pathways. The Learners accessing this standard will be working in or with project support services teams, and using a project approach. These projects may be technical projects, business projects or developmental projects and will cut across a range of economic sectors. This Qualification will also add value to learners who are running their own businesses and who recognise that project support service forms an integral component of any business.

The prospective learner for this Qualification may be a person who is entering the workplace or has been working in the workplace and has limited formal project support services training/ competence. Such a person may be working part time or full time with projects. The learners may be from any sector, working in formal business, government, the community or in rural areas.

The Qualification gives accessibility and flexibility to the learner and to the employed. The level of flexibilities reflected in the multiple job roles, organisational requirements and changing technological nature of the industry applicable to the learner, At the same time the Qualification allows the individual to work towards a nationally recognised Qualification.

RECOGNIZE PREVIOUS LEARNING?

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LEARNING ASSUMED TO BE IN PLACE

Learners accessing this Qualification will have demonstrated competence as follows:

> Mathematical Literacy and Communication at NQF level 2 or equivalent.

Recognition of prior learning (RPL):

Historically project management and project support services have been an 'accidental' profession. A large number of practitioners have experience, but no formal underpinning knowledge. It is therefore essential to recognise prior learning and the application in the work place. The nature of project support services means that competence is developed experientially. Therefore the assessment processes will recognise experience versus theoretical knowledge. Portfolios of evidence will be important contributions to the assessment process.

All Recognition of Prior Learning is subject to quality assurance by the relevant accredited Education, Training, Quality, and Assurance Body and is conducted by a registered workplace assessor.

Access to the Qualification:

Access to the Qualification is open bearing in mind the learning assumed to be in place.

QUALIFICATION RULES

The Qualification is made up of a combination of learning outcomes from Fundamental, Core and Elective components, totaling 137 credits.

> Fundamental: 36 credits at level 3

> Core: 89 Credits:
 > 13 Credits at Level 2
 > 62 Credits at Level 3
 > 14 Credits at Level 4

> Elective: 12 (Minimum)
 > 15 Credits at Level 3
 > 9 Credits at Level 2

> Total: 137 (Minimum)
 > 36 Credits Fundamental
 > 89 Credits Core
 > 12 Credits Elective

Motivation for number of credits assigned to Fundamental, Core and Elective:

Fundamental Credits

There are 20 credits for Communication and 16 credits for Mathematical Literacy, which are compulsory for all learners.

Core

89 credits have been allocated to the Core Unit Standards. This is to ensure that the Qualification has a strong Project Support Service focus. The Core Unit Standards offer a broad contextual understanding and will enable the learners to gain an awareness of the project management and project management support services environment. It will equip the learner to operate effectively in the work environment.

Electives

The Learner should select a minimum of 12 credits from the Elective component. This should be made up as follows:

The one Accounting Unit Standard ID117421 - 12 credits. Total credits 12.
Or
The three Unit Standards Information Systems and Document Control; ID 13933 - 3 credits plus ID14339 - 5 credits plus ID14340 - 4 credits. Total credits 12.

EXIT LEVEL OUTCOMES

1. Behave in the workplace in accordance with generally accepted business norms and practices.
2. Demonstrate an understanding of the project support services environment and process project information.
3. Provide basic support services in a project management environment.

Elective Exit Level Outcomes:

4.a. Employ basic accounting concepts.
Or
4.b. Control project documentation.

ASSOCIATED ASSESSMENT CRITERIA

1.
> Own workload and time is effectively managed according to business requirements.
> Roles and responsibilities are understood within the team and project context.
> Own performance is managed in accordance with roles, responsibilities, values and ethics.
> Management functions and employee relations are understood in an organisation.

2.
> The project needs and requirements for project support services are understood in accordance with the project management environment and its success criteria.
> Project information and change requests are processed in accordance with project requirements.

3.
> Project data is gathered and collated from identified sources.
> Project information is **stored** and distributed in accordance with project requirements.
> Historical information databank **is** maintained in accordance with project quality, risk, cost control, planning and scheduling and estimating requirements.

4.a.
> Different accounting processes are understood and applied according to accounting and organisational requirements.
> Accounting practices are applied according to accounting and organisational requirements.

4.b.
> Document management processes are understood and maintained according to project requirements.
> Documents are processed and tracked according to project requirements.

Integrated assessment:

Development of the competencies may **be** through a combination of informal and formal learning, self-learning, training programmes and work-based application. Providers should conduct diagnostic and formative assessment. Formative, continuous and diagnostic assessments should also take place in the

work place. The learner should be able to assess him or herself and determine readiness for a summative assessment against this Qualification.

Learning, teaching and assessment are inextricably linked. Whenever possible, the assessment of knowledge, skills, attitudes and values shown in the unit standards should be integrated.

Assessment of the communication, language, literacy and numeracy should be conducted in conjunction with other aspects and should use authentic Project Operational contexts wherever possible. .

A variety of methods must be used in assessment and tools and activities must be appropriate to the context in which the learner is working. Where it is not possible to assess the learner in the workplace or on-the-job, simulations, case studies, role-plays and other similar techniques should be used to provide a context appropriate to the assessment.

The term 'Integrated Assessment' implies that theoretical and practical components should be assessed' together.

Assessment should ensure that all Specific Outcomes, Embedded Knowledge and Critical Cross-Field Outcomes are evaluated The assessment of the Critical Cross-Field Outcomes should be integrated with the assessment of Specific Outcomes and Embedded Knowledge.

The summative assessment should be undertaken under the direction of the relevant ETQA.

INTERNATIONAL COMPARABILITY

Project Support Services is a discipline with globally recognised best practices, standards and Qualifications. This Qualification and set of unit standards utilises international and locally recognised best practice and standards in project management and project support services. Leaders in Project Management and Project Support Services are recognised as the USA, Canada, UK, European Countries and Australia.

There are Professional Project Management Associations in most countries to which Project Managers and Project Support staff belong. These associations usually play a co-ordinating role in Project Management training and often benchmark training programmes in their own countries.

Internationally, no qualifications exist at the NQF Level 3; however, references were made to the following institutions, which provide learning in this area:

> Association for Project Management (UK)
> International Project Management Association (Europe)
> Australian Institute for Project Management (Australia)
> Project Management Institute (PMI®) (USA)
> Association for the Advancement of Cost Engineering International (International)
> The Association of Cost Engineers

The first four organisations are participating in a global initiative of which South Africa is a part to develop global performance project management standards at the various levels applicable to the industry. Their training programmes are regarded as representing best practices.

Sections of the following higher-level Qualifications were looked at:

> United Kingdom:
 > The Engineering Construction Industry Training Board (G4L3 25)
 > National occupational standards for project management (2004)

> Ireland:
 > APM Project Management
 > APM Introductory Certificate (IC) In Project Management
 > Understand the context of a project
 > Recognise the content and ownership of project definition documentation
 > Understand the various breakdown structures
 > Be aware of critical path analysis and Gantt chart techniques
 > Appreciate the main elements of risk an quality management
 > Apply basic change control techniques
 > Understand the context of post-project reviews

> Ireland:
> APM Project Management
> Prince 2 to ISEB Conversion
  > Module 1:
    > The role of the manager
    > Project management methodologies
    > Project Organisation and roles
    > Health and safety
    > Managerial behaviour
    > Project initiation
    > Constructing plans
    > Risk management
    > Quality control
    > Estimating with FPA II
    > Managing external resources
    > Cost/benefits analysis
    > Contracting out
    > Progress control
    > Plans and the Project Support Office

> Ireland:
> APM Project Management
> Prince 2 to ISEB Conversion
  > Module 2:
    > Product delivery framework
    > Describing products
    > Quality reviews
    > Configuration management
    > Product handover
    > Post-implementation considerations
    > Managing change
    > Quality planning
    > Quality standards QMS
    > Quality assurance and audits
    > implementing management systems
    > Code of practice
    > Earned value analysis
    > Written examination
    > Builds on PRINCE2 topics

> Global:
> Association for the Advancement of Cost Engineering International
> Certified Cost Engineer (CCE)

> United Kingdom: Acoste Project Control

> Unit Standards:
  > Develop objectives and specify functions for project control
  > Develop procedures and systems for project control
  > Analyse project risks and manage contingencies
  > Obtain feedback, maintain progress and secure improvements

> Global: National Occupational Standards for Project Control

> Unit Standards:
> Using Technical Skills
    > Oversee the application of information technology (ID) to project control
    > Apply information technology (IT) to project control
    > Identify risks and evaluate options for their control
    > Monitor risks and review contingencies
    > Monitor the implementation of risk control measures
    > Assure and control the quality of project control activities
    > Apply quality assurance procedures to project control activities
    > Retrieve, record and present project control information
    > Acquire and handle information needed for project control

> Working With People an Managing Yourself:
  > Provide advice and support to maintain progress
  > Manage the project control team - agree objectives and teams and individuals
  > Manage the project control team - allocate work
  > Manage the continuing development of your personal and project control professional skills
  > Develop yourself in the project control work roles
  > Develop skills for your project control team members
  > Develop an maintain effective working relationships
  > Contribute to effective project working relationships
  > Observe and apply professional ethics and values
  > Plan and implement project control operational developments

> Developing the Project:
  > Determine the requirements for project control
  > Estimate and specify financial resources
  > Develop the project programme
  > Establish project procurement requirements
  > Prepare project cost estimates
  > Prepare the project programme
  > Pian the project procurement activities
  > Establish procedures, methods and systems
  > Apply procedure, methods and systems
  > Develop commercial control procedure

> Project implementation:
  > Develop the work breakdown and coding structures
  > Establish project control budgets
  > Establish project control programmes and schedules
  > Prepare project control budgets
  > Prepare project control programmes and schedules
  > Monitor, control and report on exposure commitment and expenditure
  > Carry out project cost control activities
  > Monitor, control and report on project progress
  > Carry out project scheduling activities
  > Select tenderers and obtain estimates, bids and tenders
  > Evaluate and select successful bids from tenderers
  > Prepare the commercial aspects of bid and tender offers
  > Conclude arrangement for the supply of sub-contracts, goods, materials and services
  > Forecast the use of project financial resources
  > Forecast the project schedule achievement
  > Calculate the financial outcomes *of* activities
  > Calculate activity completion data
  > Evaluate the information and prepare claim submissions
  > Provide commercial support to the agreement of claims
  > Identify and quantify emerging changes

> Closing Out the Project:
  > Ensure the completion of project control activities
  > Evaluate project controls performance and project information and data

International standards/knowledge that has been referenced includes:

> A guide to the Project Management Body of Knowledge, 1996 and 2000 versions, from Project Management Institute (PMI®) - the following units of knowledge:
  > Time management
  > Cost management
  > Quality management
  > Communications management

> Australian National Competency Standards for Project Management - knowledge areas:
  > Complete daily work activities (BSBCMN102A)
  > Work effectively in a business environment (BSBCMN201A)
  > Communicate in the workplace (BSBCMN203A)
  > Organise personal work priorities and development (BSBCMN302A)
  > Manage projects (BSBCMN419A)
  > Contribution to effective workplace relationships (BSBFLM303A)

> Apply time management techniques (BSBPM402A)
> Apply cost management techniques (BSBPM403A)
> Apply quality management techniques (BSBPM404A)

> United Kingdom - Body of Knowledge from Association for Project Management
> International - International Standards Organisation (ISO) 10006
> Europe - International Project Management Association Competence Baseline
> Project Management Professional role delineation study from PMI® - knowledge areas:
  > Professionalism and Ethics
    > Legal requirements
    > Communications
    > Conflict of interest
    > Ethnic and cultural norms
    > PMP® code of ethics

The proposed South African Qualification compares favourably what does exist in the world. From a South African perspective, this Qualification therefore articulates well with the courses available in other countries **and** offered by the professional associations. In other third world and some first world countries, similar courses exist, but South Africa has taken precedence in generating a full qualification in this area of learning.

ARTICULA TION OPTIONS

Horizontal articulation possibilities lie with other NQF Level 3 Qualifications and Unit Standards in the learning areas of:

> National Certificate: Management - NQF Level 3 - NLRD 23654
> National Certificate: Business Administration Services - NQF Level 3 - NLRD 23655
> National Certificate: Public Administration - NQF Level 3 - NLRD 48513
> Certificate: Registered Accounting Clerk - NQF Level 3 - NLRD 20362

Vertical articulation can be achieved by embarking on the study of related NQF Level 4 Qualifications:

> FET Certificate: Project Management - NQF Level 4 - NLRD 50080
> National Certificate: Risk Management - NQF Level 4 - NLRD 24396
> National Certificate: Business Administration Services - NQF Level 4 - NLRD 35928

MODERATION OPTIONS

> Anyone assessing a learner or moderating the assessment of a learner against this Qualification must register as an assessor with the relevant Education and Training Quality Assurance (ETQA) Body.

> Any institution offering learning that will enable the achievement of this Qualification must be accredited as a provider with the relevant ETQA.

> Assessment and moderation of assessment will be overseen by the relevant ETQA according to the ETQA's policies and guidelines for assessment and moderation; in terms of agreements reached around assessment and moderation between ETQA's (including professional bodies); and in terms of the moderation guideline detailed immediately below.

> Moderation must include both internal and external moderation of assessments at exit points of the Qualification, unless ETQA policies specify otherwise. Moderation should encompass achievement of the competence described in the Qualification.

CRITERIA FOR THE REGISTRATION OF ASSESSORS

For an applicant to register as an assessor for the NQF Level 3 project support services certificate, the applicant should:

> Be registered as an assessor with the relevant ETQA or an ETQA that has a memorandum of understanding with the relevant ETQA.
> Hold a Project Support Services Qualification at NQF Level 4 or above, or equivalent qualification.
> Have at least two (2) years experience working in project support services or on projects, applying project processes and techniques.

NOTES

Exit point for learners who do not complete the Qualification:

> Learners will be credited with Unit Standards in which they have proved competence.
> Learners who complete individual Unit Standards but do not complete this Qualification retain their credits.
However, should the substance of the Unit Standard change, the validity of the credits towards the
Qualification may be reviewed.
> Learners who change their provider or learning site before completing the Qualification may transfer their
credits to the new learning site.

UNIT STANDARDS
(Note: A blank space after this line means that the qualification is not based on Unit Standards.)

	UNIT STANDARD ID AND TITLE	LEVEL	CREDITS	STATUS
Core	8416 Understand and apply personal values and ethics	Level2	4	Reregistered
core	8494 Demonstrate an understanding of HIV/AIDS and its implications	Level2	4	Reregistered
Core	9964 Apply health and safety lo a work area	Level2	3	Reregistered
core	113924 Apply basic business ethics in a work environment	Level2	2	Registered
Core	10170 Demonstrate understanding of employment relations in an organisation	Level3	3	Reregistered
Core	13918 Manage time and the work process in a business environment	Level3	4	Reregistered
Core	123461 Demonstrate a basic understanding of and provide assistance for project risk analysis functions	Level3	6	Draft - Prep for P Comment
core	123462 Understand the project and project support services environment	Level3	4	Draft - Prep for P Comment
core	123463 Explain and provide assistance for project estimating Service functions	Level3	8	Draft - Prep for P Comment
Core	123464 Gather information and provide assistance for project planning and scheduling functions	Level3	10	Draft - Prep for P Comment
Core	123465 Measure and plan own performance and behaviour in line with roles and responsibilities in a project team	Level 3	5	Draft - Prep for P Comment
Core	123466 Explain the quality, time and cost parameter of a project, obtain change request authorisations, and maintain confidentiality of information	Level3	5	Draft - Prep for P Comment
core	123467 Provide assistance for project cost control functions	Level3	10	Draft - Prep for P Comment
core	123468 Understand and apply quality control procedures-	Level3	6	Draft - Prep for P Comment
Core	14667 Describe and apply the management functions of an organization	Level4	10	Reregistered
core	116594 Function in a team	Level4	4	Registered
Elective	14339 Identify and maintain the types of records required in own industry and understand why it is necessary to create evidence and maintain confidentiality	Level2	5	Registered
Elective	14340 Maintain an exisbng informahon system in a business environment	Level 2	4	Registered
Elective	13933 Plan, monitor and control an information system in a business environment	Level3	3	Registered
Elective	117421 Demonstrate basic accounhng concepts	Level3	12	Registered
Fundamental	7456 Use mathematics to investigate and monitor the financial aspects of personal. business and national issues	Level3	5	Reregistered
Fundamental	9010 Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level3	2	Reregistered
Fundamental	9012 Investigate life and work related problems using data and probabilities	Level3	5	Reregistered
Fundamental	9013 Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level3	4	Reregistered
Fundamental	119457 Interpret and use information from texts	Level3	5	Registered
Fundamental	119465 Write/present/sign texts for a range of communicative contexts	Level3	5	Registered
Fundamental	119467 Use language and communication in occupational learning programmes	Level3	5	Registered
Fundamental	119472 Accommodate audience and context needs in oral/signed communication	Level3	5	Registered

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD: 1

Demonstrate a basic understanding of and provide assistance for project risk analysis functions

SAQA			
12346	Demonstrate a basic unde di and provide si a for project risk analysis functions		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB roject vli age	3		
UNIT STANDARD TYPI	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
	si nn e d M en en Stu li		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
I l el	5	Le 3	Regular

SPECIFIC OUTCOME 1

Explain the types of risk that may occur within the project environment.

SPECIFIC OUTCOME 2

Gather and collate the data required for performing risk analysis on a project

SPECIFIC OUTCOME 3

Contribute to the risk analysis process for **a** project.

SPECIFIC OUTCOME 4

Contribute to the maintenance of a historical risk databank.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:　　　　　　　　　　**2**

SAQA US ID	UNIT STANDARD TITLE		
123462	Understand the project and project support services environment		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**		**SUBFIELD DESCRIPTION**
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	4	Level 3	Regular

SPECIFIC OUTCOME　1

Identify and explain the core activities of an organisation or project.

SPECIFIC OUTCOME　2

Identify and explain the support functions *within* a selected project team.

SPECIFIC OUTCOME　3

Explain the role of a selected support team or section in a project team and its contribution to the effectiveness of the project team.

SPECIFIC OUTCOME　4

Investigate the different types of work done in the project team.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 3

SAQA US ID	UNIT STANDARD TITLE		
123463	Explain and provide assistance for project estimating service functions		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**	**SUBFIELD DESCRIPTION**	
Regular	Business, Commerce and Management Studies	Project Management	
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD TYPE**
Undefined	8	Level 3	Regular

SPECIFIC OUTCOME ▌

Explain the basic procedures for estimating

SPECIFIC OUTCOME 2

Assist with the gathering and collating of data required for estimating

SPECIFIC OUTCOME 3

Participate in the preparation of the Basis of Estimate document

SPECIFIC OUTCOME 4

Contribute to the development and maintenance of a historical estimating databank

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 4

SAQA US ID	UNIT STANDARD TITLE		
123464	Gather information and provide assistance for project planning and scheduling functions		

SGB NAME	RG ING FIEL ID	IDER	
SGB Project Management	3		

UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular	Business, Commerce and Management Studies	Project Management

ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	10	Level 3	Regular

SPECIFIC OUTCOME 1

Explain the basic procedures for project planning and scheduling.

SPECIFIC OUTCOME 2

Gather and collate planning and scheduling activity data.

SPECIFIC OUTCOME 3

Gather and collate activity resource requirements

SPECIFIC OUTCOME 4

Gather and collate progress information for updating schedule.

SPECIFIC OUTCOME 5

Contribute to the development and maintenance of a historical planning and scheduling databank.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 5

SAQA US ID	UNIT STANDARD TITLE		
123465	Measure and plan own performance and behaviour in line with roles and responsibilities in a project team		
SGB NAME	**ORGANISING FIELD ID**		**PROVIDER NAME**
SGB Project Management	3		
UNIT STANDARD TYPE	**ORGANISING FIELD DESCRIPTION**	**SUBFIELD DESCRIPTION**	
Regular	Business, Commerce and Management Studies	Project Management	
ABET BAND	**CREDITS**	**NQF LEVEL**	**UNIT STANDARD** *TYPE*
Undefined	**5**	Level **3**	Regular

SPECIFIC OUTCOME   1

Identify and explain roles and responsibilities within **a** project team.

SPECIFIC OUTCOME   2

identify and measure own performance within a project team against agreed roles and responsibilities.

SPECIFIC OUTCOME   3

Develop own performance improvement plan.

SPECIFIC OUTCOME   4

Implement own performance improvement plan.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 6

SAQA US ID	UNIT STANDARD TITLE		
123466	Explain the quality, time and cost parameter of a project, obtain change request authorisations, and maintain confidentiality of information		
SGB NAME	ORGANISING FIELD ID		PROVIDER NAME
SGB Project Management	3		
UNIT STANDARD TYPE	ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION	
Regular	Business, Commerce and Management Studies	Project Management	
ABET BAND	CREDITS	NQF LEVEL	UNIT STANDARD TYPE
Undefined	5	Level 3	Regular

SPECIFIC OUTCOME   1

identify and explain the quality, time and cost parameters, and risks of a project.

SPECIFIC OUTCOME   2

Obtain and secure authorisation for project change request documents

SPECIFIC OUTCOME   3

Maintain confidentiality of project information.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD: 7

SAQA US ID	UNIT STANDARD TITLE		
123467	Provide assistance for project cost control functions		
SGB NAME	*ORGANISING FIELD ID*		*PROVIDER NAME*
SGB Project Management	3		
UNIT STANDARD TYPE	*ORGANISING FIELD DESCRIPTION*		*SUBFIELD DESCRIPTION*
Regular	Business, Commerce and Management Studies		Project Management
ABET BAND	*CREDITS*	*NQF LEVEL*	*UNIT STANDARD TYPE*
Undefined	10	Level *3*	Regular

SPECIFIC OUTCOME   1

Explain elements of **the** procedures for project cost control.

SPECIFIC OUTCOME   2

Gather and collate cost budget data to establish a control budget for a project.

SPECIFIC OUTCOME   3

Gather and collate progress information for updating the cost reporting system for a project.

SPECIFIC OUTCOME   4

Store and distribute progress information for the cost reporting system for a project.

SPECIFIC OUTCOME   5

Contribute to the development and maintenance of a historical cost control databank.

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

SAQA

UNIT STANDARD: 8

Understand and apply quality control procedures

SAQA US ID	UNIT STANDARD TITLE		
123468	Understand and apply quality control procedures		

SGB NAME		ORGANISING FIELD ID	PROVIDER NAME
SGB Project Management		3	

UNIT STANDARD TYPE		ORGANISING FIELD DESCRIPTION	SUBFIELD DESCRIPTION
Regular		Business, Commerce and Management Studies	Project Management

ABET BAND	CREDITS	NQF LEVEL		UNIT STANDARD TYPE
Undefined	6	Level 3		Regular

SPECIFIC OUTCOME 1

Describe and explain the quality management procedures and criteria to meet required standards.

SPECIFIC OUTCOME 2

Assist with the gathering and collating *of* data required for quality control.

SPECIFIC OUTCOME 3

Apply quality control procedures to own project activities.