

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION										SECTION A		
QUALIFICATION DEVELOPER		Imperial School of Business and Science (ISBS)										
TITLE		Certificate V in Project Management						NCQF LEVEL		5		
FIELD		Business, Commerce and Management			SUB-FIELD		Project Management					
New qualification		☒		Review of existing qualification								
SUB-FRAMEWORK		General Education					TVET		☒		Higher Education	
QUALIFICATION TYPE		Certificate			☒		Diploma				Bachelor	
		Bachelor Honours					Master				Doctor	
CREDIT VALUE								120 Credits				
RATIONALE AND PURPOSE OF THE QUALIFICATION												
<u>Rationale</u> The field of Projects is essential in developing countries such as Botswana. The government's long-term strategy to create a SADC project hub will require people who can communicate at all levels of the project management industry. We use projects in so many aspects of our lives without noticing or even realizing it. Project initiation, planning, executing, monitoring, control and closing require some knowledge and expertise to be fully accomplished. Project management provides a framework to help accomplish project goals. Although every project is different, they all share their beginnings from an idea and follow it through till the completion. Project Management is important to achieve a goal within the given parameters. The field of Project Management is crucial in developing countries such as Botswana. The activities of project professionals have a major impact on the profitability and efficiency of all types of organizations and their long-term projects. Botswana is in the heart of Southern Africa therefore it gives the nation a geographical advantage to become the hub of project management. This has been identified by the Human Resource Development Council (HRDC <i>Pages 92-100.</i>) to transform the project supervision industry into a major growth sector to stimulate economic diversification of the country. Furthermore, the President of Botswana has recently unveiled an Economic Stimulus Programme (ESP) (<i>ESP Launch BOPA 2016, Daily News. http://www.dailynews.gov.bw/news-details.php?nid=26093</i>) a												

strategy for employment and Growth whose objective is to stimulate the economy for the coming years. This package focuses on certain industries in the country and one of the areas is the Project Management and Development of the nation. A large budget will be allocated to a number of big scale projects and thus the fulfillment of skill requirements in this area is essential. This qualification will equip students with the knowledge and skills to understand, implement and assist in projects in the country and create job opportunities such as project planners, supervisors and young entrepreneurs.

This qualification will provide the learners with a unique mix of practical examples, lectures, and case studies and finally undertake a project on an attachment. This winning combination sets the learners up, unsurprisingly, for careers in project management areas. Equally if they are looking for something a little different, this qualification will equip them with transferable skills applicable to other industries too. Project Management gives equal importance to practical skills and theoretical knowledge.

Purpose of the Qualification

This Qualification is designed to equip the candidates with a broad range of knowledge and skills in Project Management and getting an insight in proposing viable projects for the industries concerned.

The Purposes of this Qualification are to equip students with skills and knowledge to:

- Prepare feasible plan that achieves goals and objectives of the project.
- Apply cognitive and practical skills to solve issues with respect to Cost, Scope and Time during a project execution.
- Demonstrate competence in tracking and Monitoring a project
- Employ risks mitigation strategies during the execution of a project.
- Perform general management and business management practices as required in project management.

ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

- Certificate IV, NCQF Level 4 (General Education or TVET)
- Entry through RPL and CAT will be done in accordance with institutional policies which are aligned to the National RPL and CAT policy.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
1. Demonstrate effective communication with national and international clients	1.1.Demonstrate ability to respond to queries and concerns of national as well as international Clients. 1.2.Execute the skills to choose appropriate medium to respond to the queries and concerns of the national and international clients. 1.3.Demonstrate skill to draft effective mails and comprehensive business letter 1.4.Demonstrate skill to identify customer needs and wants and to attend the customers promptly and politely. 1.5.Write persuasively to convince the audience and insert emotional content in a piece of writing. 1.6. Demonstrate the ability to build up credibility in the author's statement.	
2. Demonstrate skill to work on Computer Applications such as, • Microsoft word • Excel • Power Point	2.1. Demonstrate skills to Work effectively on a computer. 2.2.Demonstrate skill to prepare documents, save, and execute file management skills. 2.3. Demonstrate skill to work effectively in the spread sheet and prepare presentation slides.	
3. Demonstrate cognitive and practical skills to solve issues with respect to Cost, Scope and Time during a project execution.	3.1.Demonstrate skill of writing SMART project objectives. 3.2.Demonstrate skill to prepare a project scope	

	statement. 3.3.Demonstrate understanding of significant project constraints such as Cost, Scope and Time. 3.4.Apply basic planning skills in Project execution. 3.5.Demonstrate understanding of the basic stages of project planning such as ▪ Identification of stakeholders ▪ Setting the goals ▪ Defining the deliverables ▪ Creating a project schedule ▪ Risk assessment ▪ Presenting the project plan.
4. Demonstrate skill to use various project management tools to assess the progress of a project execution.	4.1.Demonstrate understanding on how Gantt chart is used to track both time and other interdependencies such as tasks and resources. 4.2.Demonstrate ability to use logic network to track project progress. 4.3.Demonstrate the use of Project Evaluation and Review Technique (PERT) Chart. 4.4.Illustrate the application of Product Breakdown structure (PBS) and Work Breakdown Structure (WBS)
5. Demonstrate competence in tracking and monitoring a project.	5.1.Demonstrate skill to prepare monitoring forms and decide on project tracking techniques. 5.2.Demonstrate understanding on how actual cost compares against the budgeted cost.

	5.3. Demonstrate skill to devise a way to adjust deviations without affecting performance.
6. Demonstrate skills to formulate the cost structure for the execution of an intended project.	6.1. Demonstrate skill to prepare budgets for a project 6.2. Demonstrate skill to monitor the budget and take corrective measures where variations occur during project execution. 6.3. Demonstrate skill to prepare final cost report on project completion.
7. Report and prepare documents regarding the execution of a project.	7.1. Demonstrate skill to draft a project report 7.2. Prepare the project management documents such as ▪ Project charter ▪ Project Management plan ▪ Work breakdown structure ▪ Risk management plan ▪ Change request log ▪ Progress reports.
8. Demonstrate the skills to employ risks mitigation strategies during the execution of a project.	8.1. Demonstrate understanding of the rules and process of project risk management ▪ Risk identification ▪ Risk communication ▪ Identifying the threats and opportunities ▪ Clarifying the ownership of Risks ▪ Prioritization of Risks ▪ Risk analysis ▪ Plan and Implement Risk Responses ▪ Registration of project Risks ▪ Tracking of Risks.

QUALIFICATION STRUCTURE				SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits	
	Introduction to Business Communication	4	10	
	Introduction to Computer Applications	4	10	
CORE COMPONENT Subjects / Units / Modules /Courses	Introduction to Project Management	5	12	
	Introduction to Business	5	12	
	Introduction to Accounting	5	12	
	Project Manager and Project Teams	5	12	
	Project Integration Management	5	12	
	Introduction to Quantitative Methods	5	14	
	Human Resource Management	5	14	
	Organisational Behaviour	5	12	
ELECTIVE COMPONENT Subjects / Units / Modules /Courses				
Rules of combinations, Credit distribution (where applicable):				
Rules of combinations.				
To be awarded the qualification a candidate must complete all modules successfully and attain 120 credits.				
Credit Distribution:				
The credit distribution for Level 4 and Level 5 of the Qualification Certificate in Project Management.				
Level 4 Modules		20 Credits		
Level 5 Modules		100 Credits		
Total Number Of Credits		120 Credits		
The credit distribution of Fundamental and Core of the Qualification Certificate in Project Management.				
Fundamental Modules		20 Credits.		
Core Modules		100 Credits.		
Total Number Of Credits		120 Credits		

ASSESSMENT AND MODERATION ARRANGEMENTS

ASSESSMENT ARRANGEMENTS

Types of Assessment.

ASSESSMENT TYPE	WEIGHTING (%)
Continuous Assessment	75
Final Examination	25

Assessment / Moderation Instruments but not limited;

1. Tests
2. Assignments
3. Portfolio of Evidence
4. Presentation/Demo

Assessments will be carried out by BQA accredited assessors.

MODERATION ARRANGEMENTS

Arrangements and commitment to implement pre assessment and post assessment moderation will be taken place as stipulated and described in internal assessment and moderation policies and guidelines and moderation will be done by BQA accredited moderators.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)

Arrangements for awarding the qualification through RPL and CAT modes in accordance with institutional policies and guidelines are in place.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Progression pathways (Learning)

Vertical articulation

- Diploma in Project Management
- Diploma in Business Management
- Diploma in Management

- Diploma in Administrative Management
- Diploma in Advertising
- Diploma in Marketing

Horizontal articulation

- Certificate in Project Management
- Certificate in Business Management
- Certificate in Management
- Certificate in Administrative Management
- Certificate in Advertising
- Certificate in Marketing

Progression pathways (Employment)

- Project Management supervisor Assistant at any organisation.
- Assistant Project Coordinator
- Project Planner at small organisations.
- Assistant risk Assessor in Project
- Self-employed – Consultant in the field of Project Management

QUALIFICATION AWARD AND CERTIFICATION

For students to obtain the certificate and graduate, they must pass all modules of the Certificate Qualification and obtain 120 credits.

Upon successful completion of the qualification, the learner will be issued an official transcript and a printed certificate.

REGIONAL AND INTERNATIONAL COMPARABILITY

Certificate in Project Management Qualification was benchmarked with similar qualifications Certificate in Project Management offered regionally by IMSIMBI College, South Africa, Internationally by Institute of Public Administration, Ireland. The content covered and the duration of the qualification is easily comparable with other similar qualifications.

Criteria	ETP	Institution-1	Institution-2
Name of the Institution	ISBS	IMSIMBI, ZA (www.imsimbi.co.za)(Certificate in Project Management-V)	(Institute of Public Administration) IPA, Ireland (Certificate in Project Management-V)
Qualification Level	Level V	Level V	Level V
Learning Outcome / Modules / Units	- Communicate effectively with national and international clients - Demonstrate skills in Computer Applications - Prepare feasible project plans - Execute Project management tools - Demonstrate competence in tracking and Monitoring a project - Estimate cost planning - Report and prepare documents	- Establish a project phase and its processes for a simple to moderately complex project - Plan the project - Execute and control the project - Manage project communications - Develop a project cost management plan for a simple to moderately complex project - Apply accounting principles and procedures in the preparation of reports and decision making - Manage risks on a simple to moderately complex project. - Develop an integrated Project Management Plan for a simple to moderately complex project.	Subjects: - Frameworks for Project Management - Project work and its Management - Initiating projects - Stakeholder management - Project planning - Project Oversight - Methodologies for Project Management - Project Management process - People and their role in projects - Projects in Organisations - Organisation Structure and Culture - Project teams - Effective Project Teams - Leadership and Team Building - Delegation in

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	regarding the execution of a project. Manage project risks.	- Monitor and control the execution of the project management plan for a simple to moderately complex project. - Coordinate the closure of a simple to moderately complex project.	Projects - Skills for Project Success - Conflict and Negotiation - Motivating and Influencing People.
Pre-requisites (If any)	Nil	Nil	Nil
Duration	1 Year	1 Year	1 Year
Entry Requirements	Certificate IV, NCQF Level 4	Secondary Education	Secondary Education

Similarities:

- Learning outcomes / Units of the comparable qualifications are almost similar. All of them equip learners with a range of knowledge and skills to develop Project management skills,
- All the two short courses have no pre-requisites.
- Entry requirements are similar.
- Duration of the qualification is similar.

Differences:

There is no significant difference in the qualifications.

REVIEW PERIOD

The Qualification will be reviewed thoroughly every 5 years.