



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The accredited Skills Programme: Assistant Project Manager, NQF level 4, is for individuals working on projects in Manufacturing, Engineering and Technology industries.

Project assistants and team members on large projects and leaders on smaller projects and sub-projects will develop skills to work on different projects across economic sectors.

The programme covers the fundamental areas of Project Management including understanding Project Specifications and Processes, preparing Cost Budgets, communicating with stakeholders, implementing environmental improvements, assisting in planning projects, producing project documentation and project quality assurance.

The Skills Programme offers career entrance into the sector and articulates into the FETC: Production Technology, level 4.

Target Audience

The skills programme is aimed primarily at project assistants, administrators and junior project managers in the Manufacturing, Engineering and Technology sectors.

Entry Requirements

- Competence in mathematics and communication skills at NQF level 4 or equivalent.
- Competence in computer literacy and applicable software at NQF level 4 or equivalent.

Additional Requirements

- You will need access to appropriate workplace projects to complete the practical components of the skills programme.
- Active support and mentorship by your manager.
- Access to a PC, software and the internet.

Manufacturing & Production

Assistant Project Manager

MERSETA Statement of Results

SP ID: SP1003/17-17

NQF Level: 4

Credits: 38

Course Delivery & Assessment

We use a blend of inclass and virtual interactive learning, workplace learning, coaching and mentoring, theoretical assessment, practical workplace observation and self-study to embed skills.

You will need to:

- Attend all sessions.
- Complete practical workplace experiential learning and assignments.
- Demonstrate theoretical and practical understanding of programme content.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement Of Results, Assistant Project Manager, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the skills programme, you will be able to:

- Understand the factors influencing the quality of measurement.
- Estimate and prepare a cost budget for a Project or sub-project and monitor and control actual cost against budget.
- Implement environmental Improvements to a site, facility, operation or process.
- Conduct Project documentation Management to Support project processes.
- Identify, suggest and implement corrective actions to improve project quality.
- Identify and solve problems.
- Work effectively with others and communicate effectively.
- Collect, analyse, organise and critically evaluate information and understand the world as a set of related systems.



Course Content

SP: Assistant Project Manager Accreditation Body: MERSETA

| SETA Skills Programme ID: SP1003/17-17

| NQF Level: 4 | Credits: 38

Unit Standard 116086: Understand the factors influencing the quality of measurement

- Interpret and understand specifications
- Understand the certification process

Unit Standard 120375: Estimate and prepare a cost budget for a project or sub-project and monitor and control actual cost against budget

- Identify elements and resources for costing through interpreting the project scope statement, work breakdown structure and other project data
- Prepare and produce a cost budget
- Monitor and control a cost budget performance by maintaining records and communicating
- Identify and communicate opportunities for corrective actions to relevant individuals or teams

Unit Standard 123369: Implement environmental improvements to a site, facility, operation or process

- Review information and identify environmental and technical problems and opportunities for improvement
- Determine solutions to environmental and technical problems and issues in the workplace.
- Develop and implement an action plan to introduce a technical and/or environmental improvement and evaluate the impact of it
- Understand environmental management principles and practices and their application within own area of responsibility

Unit Standard 120376: Conduct project documentation management to support project processes

- Use a paper based and/or electronic filing system for a project
- Use standardised processes for identifying, securing and finding documents
- Provide project templates to team members
- Assist in preparing project documents for handover at the end of a project or a project phase/stage
- Describe and explain project documentation management processes

Unit Standard 120377: Identify, suggest and implement corrective actions to improve quality of project work

- Describe and explain how quality management impacts a project
- Identify and record corrective actions for improvement to project work
- Implement corrective actions to improve quality of project work
- Disseminate corrective actions to appropriate stakeholders



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Our Accredited Organisations



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