



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY –

TO : *Prospective Service Provider*
FROM : *SCM /STORES*
DATE : *22/02/2019*
ENQUIRIES : *STORES*
TELEPHONE : *015 780 6362/61*
REF : *128140*

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices 3 Nyala Street, Phalaborwa not later than 04/03/2019 at 12H00

QUANTITY	Description	PRICE/UNIT (Inc .VAT)	DELIVERY PERIOD
20	Request for project management for 20 learners for 4 days		

Please number your quotes (Your Ref no)

The following conditions will apply:

- *Price (s) quoted must be valid for at least thirty (30) days from date of your offer.*
- *The municipality retains the prerogative to reject any quotes it deems to be excessive*
- *A firm delivery period must be indicated.*
- *Tax Clearance Certificate*
- *A service provide be registered with central supplier database (CSD)*
- *Registered with CIPRO (CK 1 or 2 document)*
- *BBBEE Certificate certified by a SANAS accredited institution.*
- *Completed MBD4 (Declaration of Interest) Form*

N.B Originals must be couriered/ posted to 3 Nyala Street Phalaborwa for all emailed documents.

Fill in and Return the Declaration of Interest Form.



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Project Management

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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY
REGISTERED UNIT STANDARD:**

Explain fundamentals of project management

SAQA US ID	UNIT STANDARD TITLE			
120372	Explain fundamentals of project management			
ORIGINATOR				
SGB Project Management				
PRIMARY OR DELEGATED QUALITY ASSURANCE FUNCTIONARY				
-				
FIELD			SUBFIELD	
Field 03 - Business, Commerce and Management Studies			Project Management	
ABET BAND	UNIT STANDARD TYPE	PRE-2009 NQF LEVEL	NQF LEVEL	CREDITS
Undefined	Regular-Fundamental	Level 4	NQF Level 04	5
REGISTRATION STATUS		REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Reregistered		2018-07-01	2023-06-30	SAQA 06120/18
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT		
2024-06-30		2027-06-30		

In all of the tables in this document, both the pre-2009 NQF Level and the NQF Level is shown. In the text (purpose statements, qualification rules, etc), any references to NQF Levels are to the pre-2009 levels unless specifically stated otherwise.

This unit standard replaces:

US ID	Unit Standard Title	Pre-2009 NQF Level	NQF Level	Credits	Replacement Status
10131	Identify, organise and co-ordinate project life cycle phases for control purposes	Level 4	NQF Level 04	5	Complete

PURPOSE OF THE UNIT STANDARD

The person credited with this unit standard is able to begin operating in a project environment by understanding the terminology used and interpreting and explaining fundamental concepts of project management. This standard will also add value to learners who are running their own business and recognise that project management forms an integral component of any business.

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.



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LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

Learners accessing this qualification will have demonstrated competence in computer literacy, numeracy, literacy and communications at NQF level 4 or equivalent.

UNIT STANDARD RANGE

- *Project level will include but is not limited to working as a leader in the context of a small project/sub-project involving few resources and having a limited impact on stakeholders and the environment or working as a contributing team member on a medium to large project when not a leader.*
- *Projects may include but are not limited to all projects including technical, developmental and business related projects.*
- *Processes and sub-processes may include but are not limited to initiating, planning, controlling, execution, close out processes, budgeting, approval, implementation, monitoring, evaluation, elementary risk identification, analysis, quantification, time management, risk management, quality management, resources management, communication management, scope management, contract management and supplies management.*
- *Life cycle phases may include but are not limited to concept, development, design, implementation, construction, close out, identification, formulation, financing and evaluation.*
- *Basic terminology and definitions may include but is not limited to project management, project, sub-project, programme, phase, stage, life cycle, process, activities, tasks, milestones, close out, scope, risk, scheduling, timeline, planning, controlling, deliverables/product/service, hierarchy, breakdown structures, operational, stakeholders, budget, estimating, communications.*
- *Roles may include but are not limited to Project Sponsor, Project Manager, Project Administrator, Project Engineer, Steering Committee, Team member.*
- *Understanding and explanations will reflect the nature of project experience, the sector within the learner is operating and prior management experience.*
- *International and local professional bodies linked to project management practice and standards will include but are not limited to Project Management Institute (PMI), Australian Institute of Project Management (AIPM), International Project Management Association (IPMA), and Association for Project Management (APM), Association for Construction Project Managers (ACPM), Cost Engineering Association of South Africa (CEASA) and Project Management South Africa (PMSA).*
- *Recognised published standards may include but not limited to those published by APM, PMI, IPMA, Global Performance Standards for Project Management Personnel, American National Standard Institute, International Standards Organisation, British Standard and South African National Standards.*
- *Policies and procedures may be organisation specified systems, policies and procedures or where these do not exist, accepted industry best practice.*

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Explain the nature of a project.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The characteristics of a project are explained with examples.

ASSESSMENT CRITERION 2

Differences between project and non-project work are explained with examples of each.

ASSESSMENT CRITERION 3

A basic project life cycle is explained with examples of possible phases.

ASSESSMENT CRITERION 4

The reasons for undertaking projects are explained with practical examples.

ASSESSMENT CRITERION 5

A range of types of projects and their complexity are explained in simple terms.

ASSESSMENT CRITERION RANGE



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Type of project may include but is not limited to simple, complex, closed to open, "fog, quest, movie or paint by number", technical, business, community based, development, research and development of new products.

SPECIFIC OUTCOME 2

Explain the nature and application of project management.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Project management is defined and its application is explained according to recognised published standards.

ASSESSMENT CRITERION 2

The major project management processes are described and explained according to recognised best practice.

ASSESSMENT CRITERION 3

The differences between project management and general management are explained with examples of each.

ASSESSMENT CRITERION 4

The difference between project management processes and technical (end product related) processes is explained with examples of each.

ASSESSMENT CRITERION RANGE

Project management processes are those associated with the management of a project and technical processes are those required to produce the required deliverables to satisfy the objectives of the project.

ASSESSMENT CRITERION 5

The difference between a project team member and the project manager is explained in accordance with role descriptions.

SPECIFIC OUTCOME 3

Explain the types of structures that are found in a project environment.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The reasons for defining structures for a project is explained with examples.

ASSESSMENT CRITERION RANGE

Structures may include but are not limited to; programme to sub project hierarchy; organisation structures; product /work/cost/organisation breakdowns note - structure is a set of interconnecting parts of any complex thing, a framework.

ASSESSMENT CRITERION 2

The concept of programme and project hierarchies is explained with an example.

ASSESSMENT CRITERION RANGE

Programmes include related projects, which may be broken down into sub projects, phases or other components/units.

ASSESSMENT CRITERION 3



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The purpose of decomposing a project into manageable components or parts is explained with practical examples.

ASSESSMENT CRITERION RANGE

Decomposing a project is breaking it down from top to lower levels, similar to a functional decomposition.

ASSESSMENT CRITERION 4

The concepts of breakdown structures for product, work and cost are explained in simple terms.

ASSESSMENT CRITERION RANGE

Product may include products, services or results. The term deliverable is associated with Product, a common interpretation is that deliverables are produced as the project progresses resulting in an end product.

SPECIFIC OUTCOME 4

Explain the application of organisation structures in a project environment.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The basic differences between a matrix and functional organisation structure are explained with examples of each.

ASSESSMENT CRITERION RANGE

Limited to organisational matrix and functional structures not extended to their impact on a project.

ASSESSMENT CRITERION 2

The project organisation structure is described and explained in a written format.

ASSESSMENT CRITERION RANGE

- *Organisation structure includes project roles and reporting such as team leader to project manager to project sponsor. Organisation structure includes identifying but not detailing description of roles, responsibilities and reporting lines, progress and communication reporting, authority hierarchy, decision-making accountability.*
- *Reporting lines, authority levels, single point of responsibility/accountability.*

ASSESSMENT CRITERION 3

The purpose and key responsibilities of two roles on a project are described in a written format.

ASSESSMENT CRITERION 4

Stakeholders are explained with examples of at least six different stakeholders.

SPECIFIC OUTCOME 5

Explain the major processes and activities required to manage a project.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Key processes and activities that take place to manage a project are described from beginning to end.

ASSESSMENT CRITERION RANGE

The processes and activities may include but are not limited to start up, initiation, planning, controlling, monitoring, execution, implementing, closing, evaluating.

ASSESSMENT CRITERION 2



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The supplementary management sub-processes and activities required to support the key processes and activities are briefly described with examples of each.

ASSESSMENT CRITERION RANGE

Supplementary sub-processes and activities includes but are not limited to scope, risk, quality, communications, schedule, cost, change control, resource, stakeholder and procurement management.

ASSESSMENT CRITERION 3

The reasons for planning and controlling a project are explained with examples of the consequences of not planning and controlling.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

- *An individual wishing to be assessed (including through RPL) against this unit standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA.*
- *Anyone assessing a learner against this unit standard must be registered as an assessor with the relevant ETQA.*
- *Any institution offering learning that will enable achievement of this unit standard or assessing this unit standard must be accredited as a provider with the relevant ETQA.*
- *Moderation of assessment will be conducted by the relevant ETQA at its discretion.*

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- *Basic terminology and definitions of project management including: project management, project, programme, phase, stage, life cycle, product, deliverable, milestone, activities, tasks, close out, scope, risk, scheduling.*
- *The concept and role of product, project and operations life cycles.*
- *The Life cycle approach in the structuring of projects.*
- *Simple project life cycles.*
- *How to decompose a project into manageable components or parts.*
- *The elements of a project: uniqueness, constraints of time and resources, specified deliverables.*
- *Alternative organisation structures and their implications, for example functional versus matrix.*
- *How various role-players are involved over the project and product life cycle.*
- *Key project management activities.*
- *The relationship between processes, sub-processes and core knowledge areas.*

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one's activities responsibly and effectively to gain the required understanding of the fundamentals of project management.

UNIT STANDARD CCFO COLLECTING

Collect, organise, and critically evaluate information pertaining to the fundamentals of project management and recognised best practices.

UNIT STANDARD CCFO SCIENCE

Use of science and technology in representing and communicating the fundamentals of project management.

UNIT STANDARD ASSESSOR CRITERIA

N/A



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REREGISTRATION HISTORY

As per the SAQA Board decision/s at that time, this unit standard was Reregistered in 2012; 2015.

UNIT STANDARD NOTES

This unit standard replaces unit standard 10131, "Identify, organise and co-ordinate project life cycle phases for control purposes", Level 4, 5 credits.

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	PRE-2009 NQF LEVEL	NQF LEVEL	STATUS	END DATE	PRIMARY OR DELEGATED QA FUNCTIONARY
Core	50080	Further Education and Training Certificate: Project Management	Level 4	NQF Level 04	Reregistered	2023-06-30	SERVICES
Core	58800	Further Education and Training Certificate: Project Support Services	Level 4	NQF Level 04	Reregistered	2023-06-30	SERVICES
Core	58780	Further Education and Training Certificate: Quantity Surveying	Level 4	NQF Level 04	Reregistered	2023-06-30	CETA
Core	58883	National Certificate: Fluid Power	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	MERSETA
Elective	50479	Further Education and Training Certificate: Advertising	Level 4	NQF Level 04	Reregistered	2023-06-30	MICTS
Elective	58063	Further Education and Training Certificate: Labour Recruitment Services	Level 4	NQF Level 04	Reregistered	2023-06-30	SERVICES
Elective	77963	Further Education and Training Certificate: Mining/Exploration Geology	Level 4	NQF Level 04	Reregistered	2023-06-30	MQA
Elective	64649	Higher Certificate: Early Childhood Development	Level 5	NQF Level 05	Reregistered	2021-06-30	As per Learning Programmes recorded against this Qual
Elective	57651	National Certificate: Forensic Science	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	SAS SETA
Elective	58600	National Certificate: Land Transport Planning	Level 5	Level TBA: Pre-2009 was L5	Passed the End Date - Status was "Reregistered"	2012-06-30	LG SETA
Elective	65649	National Certificate: Official Statistics	Level 5	Level TBA: Pre-2009 was L5	Reregistered	2023-06-30	PSETA
Elective	60549	National Diploma: Aeronautical Information Management Practice	Level 5	NQF Level 05	Passed the End Date - Status was "Reregistered"	2016-12-31	TETA

PROVIDERS CURRENTLY ACCREDITED TO OFFER THIS UNIT STANDARD:



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This information shows the current accreditations (i.e. those not past their accreditation end dates), and is the most complete record available to SAQA as of today. Some Primary or Delegated Quality Assurance Functionaries have a lag in their recording systems for provider accreditation, in turn leading to a lag in notifying SAQA of all the providers that they have accredited to offer qualifications and unit standards, as well as any extensions to accreditation end dates. The relevant Primary or Delegated Quality Assurance Functionary should be notified if a record appears to be missing from here.

1. ABASUNGULI TRAINING SPECIALISTS (PTY) LTD
2. Adelaïne Training Solutions Pty Ltd
3. Artshub Institute (Pty) Ltd
4. Boikgantsho Consulting & Events
5. BOITUMELO TRAINING & RESOURCE CENTRE
6. Caversham Education Institute
7. CENTRE FOR EARLY CHILDHOOD DEVELOPMENT
8. Classic Human Capital Solutions
9. Custoda Trust
10. Directflo
11. DM Training Consultants
12. Early Learning Foundation Montessori Teacher Training
13. Early Learning Resource Unit (ELRU)
14. EBENEZER TRAINING HOUSE FOR EARLY LEARNING
15. EDUTAK PRE-SCHOOL TRAINING AND DEVELOPMENT
16. Elective Training Institute Enterprise CC
17. Footprint Media academy Pty ltd
18. Goldfields FET College
19. Grassroots Adult Education and Training Trust
20. Ikhaya Training and Consulting
21. Jabulani Training & Development
22. Katiso-kuno Consulting
23. KHANIMAMBA TRAINING AND RESOURCE CENTRE
24. Klein Karoo Resource Centre
25. Leading Edge Business Solutions (Pty) Ltd
26. Letlhokoa Management Services CC
27. Loago Business Consulting
28. Ma-Usi Education Training and Skills Development
29. MASIKHJULE EARLY CHILDHOOD DEVELOPMENT CENTRE
30. MATHS CENTRE INCORPORATING SCIENCES
31. Montessori Teacher Training Centre South Africa
32. Motheo Training Institute Trust
33. MWG Logistical Services
34. NEMISA
35. New Beginnings Training and Development Organisation
36. Nhlahle Development Agency
37. Nkqubela Community Developers
38. Northern Cape Urban College: Kimberley Campus
39. NORTHLINK COLLEGE
40. Northshore Trading 19CC t/a Makakhaunye Training and Development Agency
41. Orbit FET College - Rustenburg Campus
42. Petra institute of Development (PTY) Ltd
43. Pineridge Training Centre
44. Pitt Institute T/A Imithombo Institute
45. PND Academy of Learning cc
46. RAS TRAINING AND DEVELOPMENT (PTY) LTD
47. Right 4 u College
48. Sabela Learning Academy
49. SANTS College
50. Sinokuhle Konke Trading Enterprise



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51. STRATEGIC INVESTIGATIONS AND SEMINARS
52. Sustainability Institute Trust
53. SWARANANG MANAGEMENT CONSULTING CC
54. T Mabuya & Associates (Pty) Ltd
55. Teachers Learning Centre PTY LTD
56. Tembe Service Providers
57. Thasha Training and Consulting
58. Thathe Cadre Development & Consulting
59. The Iscariota Group (Pty) Ltd
60. The Port Elizabeth Early Learning Centre
61. THUKAKGALADI INTEGRATED DEVELOPMENT PROJECT
62. Umsenge SDCS
63. UNIVERSAL COLLEGE OUTCOMES SA
64. Vutivi Training and Skills Development
65. Wide Horizon Advanced Training (PORT ELIZABETH) (TP)
66. WonderKids Academy
67. Wonderkids Montessori Training Centre
68. Work Skills Resources
69. World Wide Education Providers(Pty)Ltd
70. Yenza Umehluko NPO

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