

# Higher Certificate in Operations Management in Project Management

SAQA ID: 111412

NQF Level 5

## Participant Profile

The Higher Certificate in Operations Management specializing in Project Management prepares learners for employment in entry-level or support positions in the field of project management, with the fundamental modules addressing the need for general knowledge and skills required in the workplace, and the core modules addressing the need for foundational knowledge and skills in the field of project management.

## Programme Structure

The Higher Certificate in Operations Management specializing in Project Management is a learning programme and consists of 8 modules which are presented by way of lectures, group discussions, case studies and role plays. The duration of the programme is 1 year. Four of the modules in the programme will be continuously assessed and four modules will include a final examination. The weightings allocated to each assessment as well as the nature of the assessments for each module will be outlined in the respective study guides.

## Learning Outcomes

On completion of this programme the learner will be able to:

- Apply a wide range of project management principles to identify, conceptualize, design and implement methods of enquiry to address project problems in industry, generally and in a specialized field, and have an ability to understand the consequences of decisions relating to these enquiries.
- Demonstrate the ability to understand and analyse, interpret data using statistical techniques.
- Formulate independent ethical decisions about managing projects in the workplace.
- Understand the various project management tools and plan activities on small scale projects.
- Understand the use of TQM tools in managing projects.

## Assessments

Assessment is both formative and summative and includes:

- Individual and group exercises and tasks
- Group and individual assignments
- Final written examinations in 4 modules (formative)
- Continuous Assessments in 4 modules

To complete the Higher Certificate programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

## Admission requirements

In addition to Rule G (7), applicants with a **National Senior Certificate (NSC)** and a **Senior Certificate (SC)** qualification must score a minimum of 20 points, and achieve a minimum rating/symbol for English as reflected in the Table below. Applicants with a **NCV vocational qualification** must score a minimum of 50% for English or Communication.

Compulsory Subjects	NSC	SC		NCV
	Rating			
English home language/English first additional language/Communication	3	E	D	50%

# Higher Certificate in Operations Management in Project Management

<p>The total points scored by an applicant with a <b>National Senior Certificate (NSC)</b> will be calculated as follows:</p> <table border="1"> <thead> <tr> <th>Percentage</th> <th>Rating</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td>90 - 100%</td> <td>7</td> <td>8</td> </tr> <tr> <td>80 - 89%</td> <td>7</td> <td>7</td> </tr> <tr> <td>70 - 79%</td> <td>6</td> <td>6</td> </tr> <tr> <td>60 - 69%</td> <td>5</td> <td>5</td> </tr> <tr> <td>50 - 59%</td> <td>4</td> <td>4</td> </tr> <tr> <td>40 - 49%</td> <td>3</td> <td>3</td> </tr> <tr> <td>30 - 39%</td> <td>2</td> <td>2</td> </tr> <tr> <td>0 - 29%</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	Percentage	Rating	Points	90 - 100%	7	8	80 - 89%	7	7	70 - 79%	6	6	60 - 69%	5	5	50 - 59%	4	4	40 - 49%	3	3	30 - 39%	2	2	0 - 29%	1	1	<p>The total points scored by an applicant with a <b>Senior Certificate (SC)</b> will be calculated as follows:</p> <table border="1"> <thead> <tr> <th>Symbol</th> <th>Points: Higher Grade</th> <th>Points: Standard Grade</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>8</td> <td>6</td> </tr> <tr> <td>B</td> <td>7</td> <td>5</td> </tr> <tr> <td>C</td> <td>6</td> <td>4</td> </tr> <tr> <td>D</td> <td>5</td> <td>3</td> </tr> <tr> <td>E</td> <td>4</td> <td>2</td> </tr> <tr> <td>F</td> <td>3</td> <td>1</td> </tr> </tbody> </table>	Symbol	Points: Higher Grade	Points: Standard Grade	A	8	6	B	7	5	C	6	4	D	5	3	E	4	2	F	3	1
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In calculating the total points scored by an applicant, the ratings/symbols achieved for Life Orientation and more than one additional language will be excluded

## Application and Selection process and criteria for this programme

In addition, the selection and application process below will apply. All applicants are expected to:

- I. Complete an application form
  - Need to be a minimum age of 23 years
  - Have three years business/work experience.
  - Need to be self-funded (NSFAS funding does not apply for part-time studies)
  - Complete all personal details on the application form
  - Submit clear certified copies of previous qualification/s completed
  - Submit clear certified copy of ID and matric certificate

Applicants who meet the minimum requirements outlined above will be selected via a ranking process as well as their business/work experience. Those with the highest rankings will be accepted based on DUT's approved enrolment plan.

HC IN OPERATIONS MANAGEMENT IN PROJECT MANAGEMENT STRUCTURE				
SEMESTER	CREDITS	NQF	ASSESEMENT METHOD	FEES
<b>SEMESTER 1 (ALL COMPULSORY MODULES)</b>				
Essentials of Operations Management	20	5	CA	
Financial Literacy	12	5	CA	
Introduction to Technology	12	5	CA	
Cornerstone 101	12	5	CA	
<b>TOTAL CREDITS SEMESTER 1</b>	<b>56</b>			
<b>SEMESTER 2 (ALL COMPULSORY MODULES)</b>				
Fundamentals of Project Quality	16	5	EXAM	
Introduction to Organisational Effectiveness	16	5	EXAM	
Introduction to project Tools & Techniques	16	5	EXAM	
Essentials of Project Management	16	5	EXAM	
<b>TOTAL CREDITS SEMESTER 2</b>	<b>64</b>			
<b>TOTAL FEE</b>	<b>120</b>			<b>R30 890.00</b>

### For Enquiries Contact

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