QUALIFICATION SPECIFICATION							
							SECTION A
QUALIFICATION DEVELOPER		Gaborone Institute of Professional Studies (lead developer) Gaborone University College of Law & Professional Studies New Era College					
TITLE		Certificate V in Project Management			**NCQF LEVEL**		5
FIELD		Business, Commerce and Management Studies		**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		Doctorate/ PhD	
CREDIT VALUE				**130**			
RATIONALE AND PURPOSE OF THE QUALIFICATION							

RATIONALE:

The Certificate V in Project Management is a robust qualification that meets the market needs, the students and relevant employers' needs. This qualification is work-applied, meaning that the process is embedded into the courses. Work- applied learning is regarded as the leading approach for developing business leaders because it impacts on the real performance of managers working with real problems within organisations to produce real solutions to the organisation. The rationale for this qualification arises because of the need to develop students with fundamental principles and concepts of management, the skills developments and attributes necessary to undertake projects, evaluation of new information and a wide range of concepts necessary for a well rounded up graduate for the Corporate Industry (HRDC : 2016)

In compliance with the birth of the Human Resources Development Council (HRDC), the qualification embraces all elements of skills development and planning for citizen empowerment and skills development. Based on the afore mentioned, this qualification seeks to close the gap of the shortage of project supervisors in Botswana (HRDC: 2016). According to the needs assessment survey conducted, it was noted that there is an acute shortage of project supervisors with relevant knowledge and qualifications in Botswana.

PURPOSE:

The purpose of this qualification is to provide candidates with project management skills, knowledge, and competencies to:

• Market with the continuously demanded high number of project supervisors locally and internationally.

• Work with others to undertake or support the project management activities.

- Supervise a project team of a small project to deliver project objectives.

- Support the project environment and management activities to deliver project objectives.

- Apply specialized technical methods, tools and techniques to a project to deliver project objectives.

- Demonstrate knowledge in functional areas of business management

ENTRY REQUIREMENTS (including access and inclusion)

- Certificate IV, NCQF level 4 (General Education or TVET) or Certificate III,

- NCQF level 3 (General Education or TVET) with Recognition of Prior Learning equivalent to at least 40 credits at NCQF level 4.

- There shall be provision of access through RPL and CAT in line with the National RPL Policy.

QUALIFICATION SPECIFICATION: SECTION B	
GRADUATE PROFILE (LEARNING OUTCOMES)	**ASSESSMENT CRITERIA**
3.1 Work with others to undertake or support the project management activities.	**3.1.1** Recruit the appropriate project team members and be able to interact with them professionally **3.1.2** Schedule project activities and determine effectively the time frames for the project in conjunction with the requirements of the project **3.1.3** Support project team for project management activities to be completed on time.
3.2 Contribute in planning, execution and control activities.	**3.2.1** Contribute to the planning, scoping, scheduling, and budgeting and risk management of the project in accordance with agreed procedures, tools, and techniques. **3.2.2** Give professional expert assistance to the project manager and project team in the execution of project management activities in accordance with project requirements and agreed objectives. **3.2.3** Control the project scope, time, cost, risk and quality as described in accordance with project requirements and agreed procedures **3.2.4** Contribute to the 'close-out' recommendations and/or lessons learned during the project in accordance with experiences and agreed procedures.
3.3 Illustrate the effectiveness of oral and written business communication through varied media	**3.3.1** Write effectively and concisely the letters and memos which employ appropriate business format so that effect communication takes place **3.3.2** Prepare informal and formal reports that include analysis and offer recommendations (informal through SMS and WhatsApp while formally through memos, letters and certificates of project progress)

	3.3.3 Participate in project meetings and conduct proper techniques in telephone usage
	3.3.4 Summarize personal achievements and skills in appropriate formats for future project employers or academic institutions
	3.3.5 Perform project interviews which will include practical test and project techniques, so as to employ proper personnel for project at hand
	3.3.6 Prepare and deliver an oral presentation utilizing electronic software such as projectors, computers and TVs
	3.3.7 Realize the impact of language usage on applying business etiquette to a variety of professional situations
	3.3.8 Recognize the importance of cultural differences and how they affect communication in a business environment.
3.4 Supervise a project team of a small project to deliver project objectives.	**3.4.1** Undertake project management processes and techniques are applied to manage a small project from start to end and to supervise the team working on the project.
	3.4.2 Prepare progress reports (certificates, letters and memos) and status, which will include problems and achievements as communicated to project stakeholders
3.5 Support the project environment and management activities to deliver project objectives.	**3.5.1** Give support to project managers / project teams in developing strategies, tactics, structures, methods and processes for project operations.
	3.5.2 Assess whether project environments are checked for compliance with agreed procedures.

	3.5.3 Provide areas leant in projects so that variations/corrections are consolidated and used to improve project procedures.
3.6 Apply specialized technical methods, tools and techniques to a project to deliver project objectives.	**3.6.1** Adhere to processes, methods and techniques for the chosen technical field which are described and evaluated within the project context. **3.6.2** Use the appropriate project tools and techniques as applied in accordance with agreed policies and procedures.
3.7 Demonstrate knowledge in functional areas of business management	**3.7.1** Communicate the management evolution and how it will affect future managers. **3.7.2** Evaluate the influence of historical forces on the current practice of management **3.7.3** Identify social responsibility and ethical issues involved in business situations and logically articulate own position on such issues **3.7.4** Explain how organizations adapt to an uncertain environment and identify techniques managers use to influence and control the internal environment **3.7.5** Apply the process of management's four functions: planning, organizing, leading, and controlling. **3.7.6** Evaluate leadership styles to anticipate the consequences of each leadership style

QUALIFICATION: STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	**Title**	**Level**	**Credits**
	Principles of Management	4	5
	Introduction to Business Communication	4	5
	Human Resource Management in Projects	4	5
	Principles of Entrepreneurship	4	5
CORE COMPONENT Subjects / Units / Modules /Courses	Managing Work and Costs	5	10
	Computers and Project Management	5	10
	Introduction to Project Management	5	10
	Health and Safety	5	10
	Project Strategy	5	10
	Project Risk Management	5	10
	Project Monitoring and Evaluation	5	10
	Managing Quality in Projects	5	10
	Project Management Systems	5	10
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	Financial Accounting	5	10
	Marketing Management	5	10
	Strategic Management	5	10

RULES OF COMBINATIONS, CREDIT DISTRIBUTION (WHERE APPLICABLE):

The qualification consists of (120 Credits):

- Fundamental modules at NCQF Level 4 - 20 Credits.
- Core modules at NCQF Level 5- 90 Credits
- Elective modules at NCQF Level 5 – 10 Credits

TOTAL NUMBER OF CREDITS = 120.

ASSESSMENT AND MODERATION ARRANGEMENTS

Integrated Assessment:

Assessment is conducted in accordance with the institution's Assessment Policy. In most cases the assessment will consist of:-

- Compulsory assignment

- Mid-semester exam per module

- One three-hour examination per module.

Formative assessment will take place by means of the assignments that will include evidence of job-related understanding, application and evaluation of knowledge, theory and methodologies. Summative assessment will happen by means of a formal examination process.

- Learners receive feedback on all assessments from the assessor within three weeks of assessment.

- Feedback on assignments is communicated and discussed during contact sessions.

- In line with the institutional assessment policy, results are confidential.

- Additional self and peer assessment exercises are available per module (and units) as formative assessments and are utilised during chats, forums and contact classes.

Moderation

Moderation takes place in accordance with the institutional Moderation Policy. This Policy provides for a moderation process that verifies that assessments are fair, reliable, valid, practicable and transparent and evaluates assessor performance.

Moderation must include both internal and external moderation of assessments. Moderation should also encompass achievement of the competence described both in individual unit standards, exit level outcomes as well as the integrated competence described in this qualification.

Internal moderation requirements

Anyone assessing a learner or moderating the assessment of a learner against this Qualification and Unit Standards must be registered as an assessor with the BQA.

The Examination is set by a team of Examiners. They select the questions which are suitable and check for the quality and pitching of the questions and the of the questions to determine whether they align with the learning outcomes to ensure all elements regarding the knowledge, skills and competencies are examined.

External moderation requirements

External moderators are engaged by the institution as consultants for two purposes, that is pre-moderation and post –moderation of papers. External moderators check and verify whether the assessment process was conducted in accordance with the assessment policy. They should be registered with BQA as moderators.

Moderators give comments, observations and recommendations that would influence the decision of the assessment decision making structures.

RECOGNITION OF PRIOR LEARNING (if applicable)

RPL is conducted in accordance with the institutional Recognition of Prior Learning Policy. This Policy provides processes and procedures by which RPL is conducted. The assessment processes involved with RPL are the same as those followed for awarding credits in an academic setting. An RPL candidate seeking credits for previously acquired skills and knowledge must still comply with all the requirements as stated in learning modules and learning qualifications. The difference is the route to the assessment. RPL assessment takes a holistic view of the process of assessment where the context of the learning as well as the context of the person who is being assessed is considered.

The assessment process involved with RPL includes a credit accumulation and transfer (CAT) to be followed for awarding credits in an academic setting for candidates who acquired knowledge from previous learning environments

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation (related qualifications of similar level that graduates may consider)

Graduates of this qualification may consider pursuing related qualifications (at this level) such as

1. Certificate in Project Financing,
2. Certificate in Purchasing and Supply
3. Certificate in Project Logistics

Vertical Articulation (qualifications to which the holder may progress to)

Graduates may progress to higher level qualifications such as:

1. Diploma in Project Management or its equivalent
2. Bachelor of Commerce in Project Management or its equivalent
3. Bachelor of Commerce in Purchasing and Supply Chain Management or its equivalent

Graduates will have requisite competencies and attributes to work as:

1. Project Supervisor

2. Assistant Project Manager

3. Workflow Supervisor

4. Site Foreman/ Supervisor

5. Assistant Construction Project Manager

6. Assistant Project planner.

QUALIFICATION AWARD AND CERTIFICATION

For the student to graduate they have to pass all the 14 modules of the Certificate qualification and acquire 120 credits. That means students should pass the Course Work and the Examination. Students should ensure that they fulfil all the requirements for the Course work, otherwise if they do not pass the course work, they are not eligible to sit for the final examination. Students must fulfil the assessments requirements for each module in the qualification.

Certification

Candidates meeting prescribed requirements will be awarded the qualification and a certificate in accordance with standards prescribed for the award of the qualification and applicable policies.

REGIONAL AND INTERNATIONAL COMPARABILITY

Project Management is developing as a profession and there are several bodies around the world that provide research, standards, and qualifications. This set of standards and qualification have been benchmarked against a range of standards and qualifications.

Institute	Duration	Modules	Credits
Information and Communication University of Zambia	1 Year	12	Not Available
University College of London	1 Year	10	120

Regionally, Certificate in Project Management is comparable with Zambia's Certificate in Project Management from University of Information and Communication, as the modes of delivery are common, and these are lectures, assignments, presentations and case studies. The Zambian qualification is also done over 1 year at NCQF level 5 and comprise of 13 modules.

Internationally, Certificate in Project Management is comparable with British qualification at University College of London, which also strive to provide learners with the requisite competencies for project management practitioners. The British certificate in project management is at NCQF level 5 with 120 credits and is done over 12 months. The modes of delivery are similar to those of the local qualification, with lectures, seminars and presentations as the main methods.

The qualification has been compared with two other qualifications, one in the region and one which is internationally; they have the same credits and NCQF levels. The qualification for certificate V in project management is the first one in Botswana.

REVIEW PERIOD

This Qualification will be reviewed after every 5 years.