

National Certificate in Project Management (Level 4)

Level 4

Credits 70

Purpose

The National Certificate in Project Management (Level 4) [Ref: 1500] recognises the skills and knowledge of a project team member. People awarded this qualification will have demonstrated that they have contributed to the management of projects, including the management of a straightforward project or a section of a larger project and working with others in a project team.

The qualification structure recognises the diversity of contexts to which project management competencies are applied. To reflect this, the qualification includes an elective section where the project team member can demonstrate competencies across a range of industry, private sector, public sector, and community contexts.

This qualification comprises a compulsory section of project management standards and an elective section where credits can be drawn from across the National Qualifications Framework.

This qualification leads to the National Diploma in Project Management (Level 5) [Ref: 1501]. Unit 25219, *Manage projects* in the compulsory section is also contained in the Level 5 qualification.

Credit Range

| | Compulsory | Elective |
|--------------------------|------------|----------|
| Level 4 or above credits | 55 | 15 |
| Minimum totals | 55 | 15 |

Requirements for Award of Qualification

Award of NQF Qualifications

Credit gained for a standard may be used only once to meet the requirements of this qualification.

Unit standards and achievement standards that are equivalent in outcome are mutually exclusive for the purpose of award. The table of mutually exclusive standards is provided in section 7 of the New Zealand Qualifications Authority (NZQA) Rules and Procedures publications available at <http://www.nzqa.govt.nz/ncea/acrp/index.html>.

Reviewed standards that continue to recognise the same overall outcome are registered as new versions and retain their identification number (ID). Any version of a standard with the same ID may be used to meet qualification requirements that list the ID and/or that specify the past or current classification of the standard.

Summary of Requirements

- Compulsory standards
- Elective – A minimum of 15 credits as specified

Detailed Requirements

Compulsory

The following standards are required

Business > Business Operations and Development > Project Management

| ID | Title | Level | Credit |
|-------|---|-------|--------|
| 25212 | Apply scope controls to a project | 4 | 5 |
| 25213 | Apply time management techniques to a project | 4 | 5 |
| 25214 | Apply cost management techniques to a project | 4 | 5 |
| 25215 | Apply quality management techniques to a project | 4 | 5 |
| 25216 | Apply human resource management approaches to a project | 4 | 5 |
| 25217 | Apply risk management techniques to a project | 4 | 5 |
| 25218 | Apply contract and procurement techniques to a project | 4 | 5 |
| 25219 | Manage projects | 4 | 16 |

Humanities > Communication Skills > Interpersonal Communications

| ID | Title | Level | Credit |
|-------|---|-------|--------|
| 11101 | Collaborate within a group/team which has an objective(s) | 4 | 4 |

Elective

A minimum of 15 credits at Level 4 or above

From anywhere on the NQF

NQF Registration Information

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|-----------|--------------------------|
| Registration | 1 | July 2009 | N/A |

Standard Setting Body

NZQA National Qualifications Services
PO Box 160
Wellington 6140

Telephone 04 463 3000
Email nqs@nzqa.govt.nz

Planned Review

Any person or organisation may contribute to the review of this qualification by sending feedback to the standard setting body at the above address.

| | |
|-------------|------|
| Next Review | 2014 |
|-------------|------|

Certification

This certificate will display the logos of NZQA and the accredited organisation.

Classification

This qualification is classified according to the NQF classification system and the New Zealand Standard Classification of Education (NZSCED) system as specified below.

| NQF Classification | | NZSCED | |
|--------------------|---|--------|--|
| Code | Description | Code | Description |
| 2150 | Business > Business Operations and Development > Project Management | 080315 | Management and Commerce > Business and Management > Project Management |

Quality Management Systems

Providers and Industry Training Organisations must be accredited by a recognised Quality Assurance Body before they can register credits from assessment against standards. Accredited providers and Industry Training Organisations assessing against standards must engage with the moderation system that applies to those standards. Accreditation requirements and the moderation system are outlined in the associated Accreditation and Moderation Action Plan (AMAP) for each standard.