



# ADVANCED CERTIFICATE IN PROJECT MANAGEMENT (AdvCertPM)

**PROSPECTUS**



## ACADEMIC QUALIFICATIONS OVERVIEW

### PURPOSE OF THE ADVANCED CERTIFICATE

Cranefield College's Advanced Certificate in Project Management Course is designed for working professionals who wish to master the essentials of project management, general management, and business management in the prevailing fourth industrial revolution (Industry 4.0 or 4IR) and apply cutting-edge management skills and principles. Momentous changes are occurring in the 4IR environment, and business administration is now more than ever before a vibrant and extremely valuable field of study. One cannot be a successful project manager without the supporting knowledge of general management and business management. The Advanced Certificate in Project Management is an accredited NQF Level 6 qualification.

The Advanced Certificate's distance learning format and structure allow for flexibility and meet the needs of working professionals with limited time to study. The project management knowledge gained is fully aligned with the Project Management Institute's PMBoK (Project Management Body of Knowledge) and the International Project Management Association's ICB (International Competency Baseline). Successful candidates who have sufficient practical experience will be equipped to sit for the PMI's PMP (Project Management Professional) certification, and the less experienced for PMI's CAPM (Certified Associate in Project Management) certification. Such candidates also qualify for ICB level D certification. Moreover, module Mα is validated by ECSA for 3 CPD points.

Cranefield College is an ISO-9001-certified leader in private higher education and selects only the best in terms of highly qualified and experienced lecturers who are at the cutting edge of development in their fields. This ensures that students enjoy first-class tuition and derive maximum practical benefit from their studies. Moreover, they will be in a position to be positively influential in the job market very early in their studies. Nevertheless, the syllabus carefully guides every student systematically from first-step foundations and into more advanced aspects at the appropriate point in each module of the course. The needs of those who are already experienced in the job market are accordingly attentively met.

### YOU WILL LEARN TO

- Understand and evaluate the management tasks and organisational processes most suitable for operating successfully in the Industry 4.0 (Fourth Industrial Revolution) economy.
- Apply general management and business management knowledge and skills required to productively lead and manage value chain activities and achieve optimal organisational performance.
- Grasp the important role played by functional departments in providing supportive resources to cross-functional supply chain and project portfolios of the Industry 4.0 organisational value chain.
- Apply project management knowledge and skills to plan, implement and control project operations and deliverables that are on budget, on time, and of high quality.
- Perform project accounting and contract management activities as part of an overall approach to-wards successful project management.
- Exercise supplier relationship management with the aim of effectively procuring goods and services required to perform supply chain and project work

## ALL CRANEFIELD QUALIFICATIONS ARE ACCREDITED BY THE COUNCIL OF HIGHER EDUCATION.

### OUR APPROACH TO TEACHING AND LEARNING

To furnish you with a solid theoretical and practical background, the academic programmes provide an introduction to basic and major areas of project and programme management. Included in our teaching are traditional and innovative learning approaches.

### EMPHASIS IS ON LEARNING INSTEAD OF TEACHING:

- Students should prepare themselves thoroughly by studying the prescribed text and recommended reading material.
- Facilitates internalisation of information.
- Promotes meaningful participation in syndicates.
- Classes take the form of presentation and discussion, rather than conventional lectures.
- Both theoretical understanding and practical skills in application are promoted.
- Emphasis is on hands-on problem solving.



## APPLY WHAT YOU LEARN TODAY IN YOUR JOB TOMORROW

In the current economic climate, employers prefer job-relevant education and training for improving the abilities of employees and for providing them with the necessary skills to apply what they learn today in their work context tomorrow. All academic programmes and modules are presented in English.

Note that live inter-active online classes are streamed globally via the Internet. Student syndicate groups meet outside of work hours to discuss their practical case studies. Cranefield's state of the art teaching and learning technologies allow classes, and even syndicate group meetings, to be attended live online via the Internet anywhere in the world. Recordings of classes are available for revision purposes, or where a student is unable to attend a live online session or resides in a country that falls outside the timeline.

The learning programme requires the execution of learning content (modules) in a specific order that is in line with the accepted national and international bodies of knowledge of this applied science. The different learning modules therefore are offered in a prescribed order.

## LEARNING MODULES OUTLINE

### NQF level 6, with 120 credits

The Advanced Certificate in Project Management (AdvCertPM) consists of three modules of 40 credits each. There are **5 online lecture dates** per module per quarter from 09h00 to 12h00.

Module AC $\alpha$  is undertaken FIRST followed by Module AC1 and Module AC2 **in any order**.

MODULE	NQF LEVEL	CREDITS
<b>STEP 1: COMPLETE MODULE AC<math>\alpha</math></b> (pronounced ACA $\alpha$ ) Validated by the Engineering Council of SA for 3 CPD points.		
<b>AC<math>\alpha</math></b> : Project Management: Perspective, Planning and Implementation	6	40
<b>STEP 2: COMPLETE MODULES AC1 AND AC2</b>		
<b>AC1</b> : General Management Perspective	6	40
<b>AC2</b> : Business Management	6	40
	<b>Total Credits</b>	120

## ACCREDITATION AND CERTIFICATION

### Accreditation:

The Advanced Certificate (AdvCertPM) is accredited by the Council on Higher Education at NQF level 6, with 120 credits (consisting of three modules of 40 credits each). The qualification is registered by the Department of Higher Education and Training. It particularly serves to meet the need for a professional qualification on the under-graduate level in project management.

### Certification:

The (AdvCertPM) is fully aligned with the USA Project Management Institute's (PMI) PMBOK (Project Management Body of Knowledge) and is an ideal route towards gaining international certification as a CAPM (Certified Associate in Project Management), and PMP (Project Management Professional). It is also fully aligned with the International Project Management Association's 4-level certification. These are deemed to be the internationally most important industry-recognized certifications for project managers. Moreover, module Ma is validated by ECSA for 3 CPD points.

## PROGRAMME AVAILABILITY

The Advanced Certificate commences every quarter starting in January, April, July, or October. New enrollments start with module ACα, followed by AC1 and AC2 in any order. Module ACα is offered four times, while modules AC1 and AC2 are offered twice per annum. The sequence of the modules depends on which quarter the new enrollment commences. For details please view the Academic Calendar below. Learning modules are offered in series, with ONE module at a time being completed per quarter.

Note that all lectures are streamed live online globally via Cranefield's Virtual Learning Environment (VLE). The online system also caters for viewing recordings of all classes afterwards.

## LEARNING MODE

Cranefield College offers technology-enhanced distance learning. It entails the integration of self-study, live inter-active online classes, and recordings of classes online. Cranefield's learning mode is supported by its online Virtual Learning Environment (VLE).

For more details or module exit level outcomes

**GET IN TOUCH**

## CLASS ATTENDANCE REQUIREMENTS

### All modules (live online):

- Although Cranefield operates on a distance learning mode, students are advised to attend classes online.
- Note that students can also view recordings of all lectures online in their own time. Live lecture session times and frequency are as follows:

### Time:

09h00 - 12h00

### Contact Days:

Five (5) live inter-active online lecture dates per module, spread evenly over the three months duration of each module. For dates see the ACADEMIC CALENDER.

## \*ACADEMIC PROGRAMME FEES

### CERTIFICATE FEE:

R 69,000.00

Pay full fee, or R 4 500.00 registration fee and R 21, 500.00 per module.

*\*May be claimed back from your organisation's SETA (South Africa)*

### REGISTRATION FEE:

R 4 500.00

Three modules required to complete the academic programme.

### FEE PER MODULE:

R21, 500.00

### ACADEMIC PROGRAMME FEE

#### CALCULATION:

$R\ 4\ 500.00 + (3 \times R\ 21,\ 500.00)$

$R\ 64,\ 500.00 = R\ 69,\ 000.00$

### PAYMENT OPTIONS

Full or 3 part payments

### CANCELLATION FEE

Contact Cranefield's Financial Co-ordinator.

### MODULE REPEAT FEE

Contact Cranefield's Financial Co-ordinator. *\*May be claimed back from your organisation's SETA (South Africa)*

## ACADEMIC PROGRAMME INFO

- CLASSES PER MODUE**  
5 live inter-active online classes: 09H00 – 12H00  
RSA time (Greenwich +2)
- LIVE ONLINE ATTENDANCE**  
Globally
- ACADEMIC PROGRAMME START DATES**  
See Website
- REGISTRATION CLOSES**  
7 days prior to starting dates
- PROGRAMME DURATION**  
9 months – 3 modules





## ENTRANCE REQUIREMENTS

A Higher Certificate, or at least a Senior Certificate ('matric' or international equivalent) coupled with relevant management experience and/or additional courses for the purpose of recognition of prior learning (RPL). For the purpose of RPL assessment, all relevant information and documentation, including a detailed curriculum vitae (particularly describing the applicant's work experience) must be submitted to the Registrar (Academic). This category is designed to provide opportunities to those who meet the following criteria:

1. Have completed at least the National Senior Certificate (or international equivalent).
2. Have been employed or vocationally active in the community for at least two years since earning the Senior Certificate.
3. Have gained relevant management experience in the workplace, holding a position of authority and responsibility.
4. Have completed relevant credible courses related to the required competencies at credible institutions.

Applicants must generally comply with at least 1) to 3) above, but evidence related to 4) will also contribute significantly to a favorable outcome and may obviate the need for 3). Where an applicant has been identified by his or her employer as having leadership potential resulting from Human Resources career-path tracking, it is sufficient for him or her to comply only with 1) and 3) above.

EVERY APPLICATION WILL BE ASSESSED ON ITS OWN MERITS.

## HOW TO APPLY

Complete the online application form and upload the required documents.

### APPLY

Kindly note applications close 7 days prior to the starting date. Should you experience any difficulties, kindly contact [registrations@cranefield.ac.za](mailto:registrations@cranefield.ac.za) or [admin@cranefield.ac.za](mailto:admin@cranefield.ac.za) for assistance.

## LIVE ONLINE DISTANCE LEARNING

Cranefield College offers technology-enhanced distance learning. It entails the integration of self-study, live inter-active online classes, and recordings of classes online. Cranefield's learning mode is supported by its online Virtual Learning Environment (VLE).

All lectures are streamed inter-actively live online globally via Cranefield's Virtual Learning Environment (VLE). The online system also caters for viewing recordings of all classes afterwards.

Cranefield uses its Blackboard Learning Management System as a platform for the inter-active live online classes, which enhances the entire process for lecturers and students.

- Students are able to see and ask questions from the lecturer.
- Remote students, including those in other countries, are able to attend live inter-active online classes via the Internet, or view recordings thereof.

### CONTACT US:

Main Administration  
(South Africa)  
Tel: +27 (0)12 807 3990  
Fax: +27 (0)12 807 5559  
email: [admin@cranefield.ac.za](mailto:admin@cranefield.ac.za)

### CLASS DATES:

Have a look at our Academic Calendar.

### NEED MORE INFORMATION?

If you want to find out more about the Advanced Certificate in Project Management, have a look at our full Prospectus on our website.

