New Zealand Certificate in Project Management (Level 4)

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eCAMPUS NZ
A O T E A R O A

Got a question? Ask the team at eCampus

Location	Online
Duration	20 weeks full-time | 40 weeks part-time
Delivery	Delivered through the eCampus. Online activities - readings, discussion forums, research tasks and fact finding. Study will be mainly self-directed and is flexible to suit your needs.

Credits	60
Level	4
Start	Flexible
Apply	Anytime

Delivered online through eCampus NZ

Want to learn how to support the successful completion of projects?

This qualification will enable you to gain the skills and knowledge necessary to support the management of a project and to take responsibility for some parts of a project under broad guidance.

This in turn will benefit business entities by increasing project success through consistent application of project management skills.

In addition, graduates will also be able to contribute to community groups in volunteer project roles.

Please note: Learners under the age of 18 cannot apply for this programme.

What will I learn?

Technical knowledge and skills

> Apply project management knowledge to support the initiation, planning, execution, monitoring and control, and closing of a project(s).
> Lead aspects of a project(s) under broad guidance.
> Select and use project management tools and techniques appropriate to the project management task.

People skills

> Collaborate and contribute to the achievement of objectives.
> Communicate information clearly to stakeholders.

Affective skills

> Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner.

> Manage self to contribute to the project's performance.

Cognitive skills

> Determine solutions for operational issues in a project(s).

Business environment

> Comply with internal policies, legislation and other external requirements for the entity.

Entry requirements

> 40 credits at NCEA Level 1, including 10 literacy credits and 10 numeracy credits.
> If English is not your first language, you must provide:

  > New Zealand University Entrance OR
  > Overall Academic IELTS 5.5 with no individual band score lower than 5.0 (achieved in one test completed in the last two years), OR
  > Acceptable alternative evidence of the required IELTS (see here for NZQA proficiency table and here for list of recognised proficiency tests).

If you need to improve your English Language skills, we offer a wide range of English programmes.

Alternative requirements

Skills for tertiary study (including literacy and numeracy) may be acquired through study, work and/or life experience. Students who can demonstrate these skills may be approved for alternative entry. CPIT literacy and numeracy assessments are available.

COVID-19 vaccination information

As this programme is delivered fully online, you do not need to provide us with a My Vaccine Pass.

> You will need to provide us with a valid My Vaccine Pass if you want to visit an Otago Polytechnic site for any reason while you are studying with us (e.g. meetings, events, presentations) or attend graduation in person at the end of this programme.
> You do not need to provide a valid My Vaccine Pass if you are attending on campus health services (e.g. student health, Kowhai Centre).
> In exceptional circumstances, exemptions may be granted to this. You can find out more about this in our vaccination policy. If you think you have grounds to be exempt from our vaccination requirements, please email Covid-19@op.ac.nz

You can find more information about our vaccination requirements here. And, if you still have further questions, please visit our FAQs page which you can find here.

Your workload

This programme is made up of four courses with a total of 600 learning hours. This breaks down to approximately 30 hours per week if you're studying full-time and 15 hours per week if you're studying part-time.

Depending on your previous academic online experience this may vary a little.

Programme structure

Compulsory courses	Level	Credits	Learning hours
Introduction to Project Management	4	15	150
Scope Management	4	15	150
Lead a Project Component	4	15	150
Management Project Monitoring and Controlling	4	15	150
Total		60	600

Course descriptions

1. Introduction to Project Management

To enable students to contribute as a member of a project team to the various stages of a project.

Learning outcomes:

> Identify project stakeholders, describe their role on the project and develop a project communication plan
> Manage self to contribute to achievement of team objectives in an ethical and culturally appropriate manner

> Describe a project and its life cycle stages and project management process

2. Scope Management

To enable students to scope a project.

Learning outcomes:

> Generate a project scope statement
> Generate a work breakdown schedule

3. **Lead a Project Component**

To enable students to effectively lead an aspect of a project under broad guidance.

Learning outcomes:

> Generate a project planning chart
> Generate a project cost estimate
> Generate updates to project documentation during project execution

4. Management Project Monitoring and Controlling

To enable students to assist with the management of resources and suppliers necessary to achieve project objectives

Learning outcomes:

> Describe a generic project control process
> Generate a range of project performance reports
> Apply closeout project procedures and generate relevant reports

Further study options

Successful completion of this programme can lead to further study in:

> New Zealand Diploma in Business (with strands in Accounting, Administration and Technology, Leadership and Management, and Project Management) (Level 5) - online only
> relevant industry and/or academic certifications and/or qualifications.

This qualification may equip graduates towards achievement of Project Management Institute and other professional credentials.

Career opportunities for graduates

Graduates of this qualification will have the skills and knowledge to be employed in a variety of business entities in project support roles. Graduates will also be able to contribute to community groups in volunteer project roles.

Student loans and allowances

Full-time **domestic students** of this programme are eligible for student loans and allowances (dependent on age and financial circumstances.) Please contact Studylink for additional information. Phone 0800 88 99 00 or visit: www.studylink.govt.nz

Recognition of prior learning

If you already have extensive knowledge and skills gained from practical experience in this area, enquire about our recognition of prior learning process at Capable NZ. You may have already gained credits towards this qualification in the course of your life. www.capablenz.ac.nz

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

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