

# QUALIFICATIONS & COURSES



**HDT Academy**, in collaboration with Training Portal Online, offers a wide variety of accredited courses, enabling you to gain access to new opportunities through affordable education. Courses are offered online, allowing you to complete the courses on your own time, in the comfort of your own home.

### **Minimum Requirements**

- Grade 10
- English Literacy

**Contact us to find out more about our courses:**

- **T: 079 479 6825**
- **E: [info@hdtacademy.co.za](mailto:info@hdtacademy.co.za)**

# TABLE OF CONTENTS

<b>03</b>	OVERVIEW OF COURSES
<b>05</b>	LIFE SKILLS
<b>06</b>	WORKPLACE READINESS
<b>09</b>	BUSINESS & ENTREPRENEURSHIP
<b>11</b>	COMPUTING & ICT
<b>17</b>	COMMUNICATION & PRESENTATIONS
<b>19</b>	ACCOUNTING AND RISK ANALYSIS
<b>20</b>	BUSINESS COMMUNICATION
<b>22</b>	BUSINESS NUMERACY
<b>25</b>	PROJECT MANAGEMENT



# ACCREDITED SHORT COURSES

Course	NQF Level	Modules	Cost
Life Skills Course	1	2	R1,600
Time Management & Ethics	3	3	R3,000
Health & Safety	3	2	R2,000
Management & Performance	3	3	R3,000
Business Fundamentals	1	4	R3,200
Entrepreneurship	1	4	R3,200
Introduction to ICT	1	4	R3,200
Microsoft Word & Word Processing	1	4	R3,200
Microsoft PowerPoint	1	4	R3,200
Microsoft Excel 1	3	3	R3,000
Microsoft Excel 2	3	3	R3,000
Internet, E-mail, and Electronic Messaging	3	5	R5,000

<b>Course</b>	<b>NQF Level</b>	<b>Modules</b>	<b>Cost</b>
Communication and Presentations 1	3	4	R4,000
Communication and Presentations 2	4	3	R3,600
Basic Accounting and Risk Analysis	3	2	R2,000
Business Communication 1	1	4	R3,200
Business Communication 2	3	4	R4,000
Business Numeracy 1	1	4	R3,200
Business Numeracy 2	3	4	R4,000
Project Mathematics	4	3	R3,600
Introduction to Project Management	4	2	R2,400
Project Support Services	3	3	R3,000
Project Administration/Documentation	4	3	R3,600
Project Teamwork	4	2	R2,400
Project Costing and Scheduling	4	4	R4,800
Project Initiation and Planning	4	3	R3,600
Project Implementation	4	3	R3,600

# LIFE SKILLS COURSES

## Life Skills

NQF Level 1 | Course Fee: R1,600

### COURSE OVERVIEW:

Embark on a journey to enhance your **life management skills** with our Life Skills course at NQF Level 1. This course is specifically designed for individuals who have completed Grade 10 and are motivated to improve their practical abilities in managing everyday tasks efficiently.

### LEARNING MODULES:

1. **Effective Time Planning** (Unit Standard: 15091): Master the skill of organising your daily activities efficiently to improve your productivity and achieve a balanced life.
2. **Personal Finance Management** (Unit Standard: 243189): Learn how to manage your money wisely, including budgeting and making smart financial choices for a secure future.

### COURSE BENEFITS:

- Enhance your ability to plan and manage time effectively, leading to improved personal and professional productivity.
- Develop crucial financial management skills, empowering you to handle your finances with confidence and ease.
- Receive a certificate of completion that adds value to your personal and professional growth.

## Time Management and Ethics

NQF Level 3 | Course Fee: R3,000

### COURSE OVERVIEW:

Our Time Management and Ethics course at NQF Level 3 is a comprehensive program designed to prepare individuals for the professional world. This course emphasizes effective time management and the importance of ethical behavior in the workplace.

### LEARNING MODULES:

1. **Effective Time Management** (Unit Standard: 13918): Learn practical techniques to organise and prioritise your work tasks, helping you to use your time at work more efficiently and effectively.
2. **Basic Business Ethics** (Unit Standard: 113924): Learn the fundamentals of ethical conduct in the workplace, focusing on creating an ethical and principled work culture.
3. **Personal Values and Ethics** (Unit Standard: 8416): Understand and apply your personal values and ethics, aligning them with professional standards and practices.

### COURSE BENEFITS:

- Develop the ability to manage time effectively, leading to increased productivity and better work outcomes.
- Gain a deep understanding of business ethics, equipping you with the knowledge to maintain integrity and ethical standards in your professional life.
- Learn to integrate personal values with workplace ethics, fostering a trustworthy and principled professional persona.

# WORKPLACE READINESS COURSES

## Health & Safety

NQF Level 3 | Course Fee: R2,000

### COURSE OVERVIEW:

The Health & Safety course at NQF Level 3 is designed to equip participants with essential knowledge and skills for maintaining health and safety standards in the workplace.

### LEARNING MODULES:

1. **Health and Safety in the Work Area** (Unit Standard: 9964): Gain practical skills to apply health and safety practices effectively in your work area, ensuring a safer working environment.
2. **Understanding HIV/AIDS** (Unit Standard: 8494): Develop a comprehensive understanding of HIV/AIDS, its implications in the workplace, and strategies for managing its impact.

### COURSE BENEFITS:

- Learn to create and maintain a safe work environment, reducing the risk of accidents and health issues.
- Enhance your understanding of HIV/AIDS, an important aspect of workplace health, and learn to manage its implications effectively.

## Management & Performance

NQF Level 3 | Course Fee: R3,000

### COURSE OVERVIEW:

This Management and Performance course at NQF Level 3 provides an in-depth exploration of the core functions of organisational management. It delves into employment relations and enhances the understanding of individual roles and performance within project teams.

### LEARNING MODULES:

1. **Management Functions in an Organisation** (Unit Standard: 14667): Describe and apply the key management functions within a business setting to improve efficiency and effectiveness.
2. **Employment Relations** (Unit Standard: 10170): Gain a comprehensive understanding of the dynamics of employment relations within an organisation and learn to navigate them effectively.
3. **Personal Performance in Project Teams** (Unit Standard: 123465): Learn to measure and plan your own performance, aligning your behaviour with the roles and responsibilities expected within a project team.

### COURSE BENEFITS:

- Develop a solid foundation in the principles of management and the ability to apply them in a practical context.
- Enhance knowledge of employment relations, contributing to a harmonious workplace environment.
- Improve personal performance management, ensuring effective contribution to project teams and alignment with organisational goals.



## Business Fundamentals

NQF Level 1 | Course Fee: R3,200

### COURSE OVERVIEW:

The Business Fundamentals course at NQF Level 1 offers foundational insights into essential business concepts. Participants will learn about the structure and adaptation of business plans, the basics of accounting practices, the significant impact of customer service, and the role stakeholders play in a business's profitability.

### LEARNING MODULES:

1. **Business Plan Understanding and Adaptation** (Unit Standard: 14444): Grasp the elements of a general business plan and learn to tailor it to a specific business idea.
2. **Basic Accounting Practices** (Unit Standard: 13999): Get acquainted with the fundamental accounting practices essential for business operations.
3. **Customer Service Impact** (Unit Standard: 110082): Recognize the influence of customer service on business success and learn strategies to enhance customer satisfaction.
4. **Business Stakeholders and Profitability** (Unit Standard: 13176): Understand the nature of business, identify key stakeholders, and explore the relationship between stakeholder engagement and business profitability.

### COURSE BENEFITS:

- Equip yourself with the basic yet crucial business skills needed to start or manage a small enterprise.
- Gain practical knowledge in accounting to manage finances effectively.
- Learn to enhance customer relationships and service, which are vital for business growth.
- Understand the broader business ecosystem, including stakeholder roles and profitability factors.

## Entrepreneurship

NQF Level 1 | Course Fee: R3,200

### COURSE OVERVIEW:

The Entrepreneurship course at NQF Level 1 is designed to lay the foundation for aspiring entrepreneurs. It covers essential aspects such as identifying viable business opportunities, understanding legal implications, and developing the agility to adapt to dynamic business environments.

### LEARNING MODULES:

1. **Developing Entrepreneurial Qualities** (Unit Standard: 10006): Foster the essential qualities of an entrepreneur and explore the mindset required for entrepreneurial success.
2. **Business Types and Legal Implications** (Unit Standard: 13994): Understand various business structures and their corresponding legal requirements and implications.
3. **Business Opportunity Analysis** (Unit Standard: 10007): Learn to identify, assess, and select promising business opportunities through analytical techniques.
4. **Business Startup and Adaptation** (Unit Standard: 10009): Gain the skills to start and run a business effectively, with a focus on adapting to changes in the business environment.

### COURSE BENEFITS:

- Build the entrepreneurial mindset and qualities vital for starting and sustaining a successful business.
- Navigate the legal landscape of business to ensure compliance and informed decision-making.
- Master the art of opportunity assessment to pinpoint and capitalise on business prospects.
- Acquire the ability to pivot and adapt in evolving market conditions, maintaining business relevance and competitiveness.

## Introduction to ICT

NQF Level 1 | Course Fee: R3,200

### COURSE OVERVIEW:

The Introduction to ICT course at NQF Level 1 provides learners with fundamental computer and ICT skills. It encompasses essential aspects like keyboard proficiency, effective file management, mastery of generic computer functions, and a solid understanding of ICT components.

### LEARNING MODULES:

1. **Keyboard Skills and Computer Operation** (Unit Standards: 9357/116932):  
Acquire the skills to proficiently use a keyboard and operate a personal computer system efficiently.
2. **File Management** (Unit Standard: 117867): Learn to manage files effectively in a computer environment, ensuring data organization and accessibility.
3. **Generic Computer Functions** (Unit Standard: 117902): Gain familiarity with the generic functions within a computer environment, improving overall computer literacy.
4. **Understanding ICT Concepts and Components** (Unit Standard: 117925):  
Explore the foundational concepts in ICT and the practical use of its various components.

### COURSE BENEFITS:

- Develop the essential keyboard and computing skills that form the basis for ICT proficiency.
- Organize and manage digital files with confidence, enhancing productivity.
- Understand and utilise common computer functions to support everyday tasks.
- Gain a comprehensive understanding of ICT and its components, setting a platform for future learning and application in the digital world.

## Microsoft Word & Word Processing

NQF Level 1 | Course Fee: R3,200

### COURSE OVERVIEW:

The Microsoft Word and Word Processing course at NQF Level 1 is focused on equipping learners with the skills to use word processing software effectively. The course covers a range of skills from document creation and editing to advanced formatting, reviewing, and the production of merged documents for various professional needs.

### LEARNING MODULES:

1. **Document Creation and Editing** (Unit Standard: 116938): Learn the basics of creating and editing documents, setting the foundation for proficient document handling.
2. **Document Formatting** (Unit Standard: 117924): Master the art of formatting documents, learning how to apply professional standards to written work.
3. **Document Review** (Unit Standard: 258898): Develop skills to review documents using a word processor, ensuring clarity and accuracy.
4. **Creating Merged Documents** (Unit Standard: 116942): Utilise word processing software to merge documents.

### COURSE BENEFITS:

- Gain the ability to create and manage documents efficiently, a fundamental skill for professional and academic pursuits.
- Enhance the visual appeal and readability of documents through advanced formatting techniques.
- Learn to review and refine documents to a high standard, a key step in the writing and editing process.
- Acquire the capability to create merged documents, improving workflow efficiency and productivity in various professional contexts.

## Microsoft PowerPoint

NQF Level 1 | Course Fee: R3,200

### COURSE OVERVIEW:

The Microsoft PowerPoint course at NQF Level 1 dives into the essentials of slide presentation creation and design. This course is designed to help learners effectively communicate information through engaging presentations, utilising a range of features to enhance their impact.

### LEARNING MODULES:

1. **Slide Presentation Creation and Editing** (Unit Standard: 116933): Learn to construct and modify slide presentations to convey information clearly and effectively.
2. **Utilizing Special Features** (Unit Standard: 258880): Discover how to use PowerPoint's special features to create more dynamic and engaging presentations.
3. **Enhancing Presentation Appearance** (Unit Standard: 116930): Focus on the visual aspects of your presentations to ensure they are not only informative but also aesthetically pleasing.
4. **Preparing and Producing Presentations** (Unit Standard: 117923): Gain the skills to prepare and produce presentations that are polished and professional.

### COURSE BENEFITS:

- Develop the ability to create impactful slide presentations that effectively communicate your message.
- Learn to leverage PowerPoint's special features to enhance your presentations.
- Acquire the design skills to enhance the visual appeal of your presentations.
- Master the complete process of preparing high-quality presentations suitable for a variety of professional contexts.

## Microsoft Excel 1

NQF Level 3 | Course Fee: R3,000

### COURSE OVERVIEW:

The Microsoft Excel 1 course at NQF Level 3 offers comprehensive training for those beginning to use Excel. It includes detailed instruction on creating spreadsheets, utilising tables and columns effectively, and managing simple database components within Excel.

### LEARNING MODULES:

1. **Working with Simple Databases** (Unit Standard: 116936): Understand the basics of database concepts within Excel and how to manage data effectively.
2. **Spreadsheet Creation and Editing** (Unit Standard: 116937): Learn the foundational skills for creating and editing spreadsheets, an essential tool for data analysis and reporting.
3. **Tables and Columns** (Unit Standard: 119078): Gain proficiency in using tables and columns in Excel, enhancing the organisation and presentation of data.

### COURSE BENEFITS:

- Acquire the fundamental skills to navigate and utilise Microsoft Excel, a critical tool for data management and analysis.
- Learn to create and manipulate spreadsheets, enabling the efficient handling of data for personal and professional use.
- Understand the efficient use of tables and columns, improving the ability to organise, sort, and analyze data within Excel.

## Microsoft Excel 2

NQF Level 3 | Course Fee: R3,000

### COURSE OVERVIEW:

Microsoft Excel 2 at NQF Level 3 is designed to provide learners with advanced knowledge in Excel, focusing on sophisticated database functions, comprehensive data analysis techniques, and the creation of graphical representations to communicate data insights effectively.

### LEARNING MODULES:

1. **Graphs and Charts Functionality** (Unit Standard: 116943): Learn how to enhance spreadsheets by applying various types of graphs and charts, enabling visual data representation.
2. **Problem-Solving with Spreadsheets** (Unit Standard: 116940): Utilise spreadsheet software to formulate and solve problems, streamlining data-driven decision-making processes.
3. **Spreadsheet Appearance Customisation** (Unit Standard: 258879): Acquire the skills to modify the visual aspect of spreadsheets, making data presentation more accessible and impactful.

### COURSE BENEFITS:

- Master advanced features in Excel to create visually appealing and informative charts and graphs.
- Develop the ability to use Excel for problem-solving, enhancing analytical capabilities.
- Learn to customise the appearance of spreadsheets, ensuring that data is presented in a clear and professional manner.

## Internet, Email & Electronic Messaging

NQF Level 3 | Course Fee: R5,000

### COURSE OVERVIEW:

The Internet, E-mail, and Electronic Messaging course at NQF Level 3 delves into the foundational principles of the internet, electronic messaging, effective search techniques, and the management of electronic messages. This course is designed to enhance digital communication skills crucial in the modern professional environment.

### LEARNING MODULES:

1. **Internet and World-Wide-Web Principles** (Unit Standard: 115391): Understand the fundamental principles governing the internet and World-Wide-Web, enabling informed navigation and use.
2. **Electronic Messaging and Calendar Applications** (Unit Standard: 258897): Gain proficiency in using electronic messaging and calendar applications to organise and plan daily activities.
3. **Internet Searching Techniques** (Unit Standard: 116931): Develop efficient search techniques to find relevant information quickly and effectively on the internet.
4. **Sending and Receiving Messages** (Unit Standard: 116945): Learn the protocols for sending and receiving electronic messages, including email etiquette and management.
5. **Enhancing, Editing, and Organizing Electronic Messages** (Unit Standard: 116935): Acquire skills to enhance, edit, and organise electronic messages for clarity, impact, and professional communication.

### COURSE BENEFITS:

- Establish a solid understanding of the internet's principles, enhancing web literacy and confidence in digital navigation.
- Improve efficiency in managing communication and schedules through electronic messaging and calendar tools.
- Refine internet search skills, saving time and improving research capabilities.
- Master the art of electronic messaging, ensuring professional and effective communication in the workplace.
- Enhance ability to organise and edit electronic messages, facilitating better management of digital correspondence.



## Communication & Presentation 1

NQF Level 3 | Course Fee: R4,000

### COURSE OVERVIEW:

Communication and Presentations 1 at NQF Level 3 is designed to enhance both written and oral communication skills. The course focuses on presenting information effectively in report format and adapting communication styles to suit various contexts and audiences, essential for professional development.

### LEARNING MODULES:

1. **Presenting Information in Report Format** (Unit Standard: 110023): Master the skills required to effectively present information in a structured and professional report format.
2. **Communication Across Contexts** (Unit Standards: 119465/8970): Develop the ability to write or present texts for diverse communicative contexts, honing versatility in communication.
3. **Language in Occupational Programmes** (Unit Standards: 119467/8973): Learn the use of language and communication strategies in occupational learning programmes, enhancing clarity and effectiveness.
4. **Oral Communication for Different Audiences** (Unit Standards: 119472/8968): Acquire skills to tailor oral communication to accommodate the needs of various audiences and contexts.

### COURSE BENEFITS:

- Improve proficiency in creating and presenting well-structured reports, a key skill in professional communication.
- Enhance versatility in writing and presenting, adapting to various contexts and audiences.
- Learn effective communication strategies for occupational and learning environments.
- Gain the ability to engage audiences with tailored oral communication, ensuring message effectiveness and audience engagement.

## Communication & Presentation 2

NQF Level 4 | Course Fee: R3,600

### COURSE OVERVIEW:

Communication and Presentation 2 at NQF Level 4 is focused on advanced aspects of written and oral communication, including interpreting complex texts, engaging effectively in diverse oral communications, and analysing a range of written materials.

### LEARNING MODULES:

1. **Text Interpretation** (Unit Standards: 8969/119457): Develop the ability to interpret and utilise information from various texts, enhancing comprehension and application skills.
2. **Sustained Oral Communication** (Unit Standards: 8974/119462): Engage in sustained oral communication and evaluate spoken texts, refining public speaking and critical listening skills.
3. **Text Analysis and Response** (Unit Standards: 8975/119469): Learn to read, analyse, and respond to a variety of texts, fostering advanced literacy and interpretive abilities.

### COURSE BENEFITS:

- Enhance skills in interpreting and applying information from a range of texts, essential for academic and professional development.
- Gain proficiency in engaging in and evaluating extended oral communication, essential for effective public speaking and critical listening.
- Develop the ability to critically analyse various texts and construct well-informed responses, an invaluable skill in many professional settings.

## Basic Accounting & Risk Analysis

NQF Level 3 | Course Fee: R2,000

### COURSE OVERVIEW:

Basic Accounting and Risk Analysis at NQF Level 3 is tailored to provide a foundational understanding of basic accounting principles and the supportive role in risk analysis. This course is ideal for individuals seeking to gain a fundamental grasp of accounting practices and their application in assessing and managing business risks.

### LEARNING MODULES:

1. **Basic Accounting Concepts** (Unit Standard: 117421): Gain insight into fundamental accounting concepts, laying the groundwork for financial literacy and accounting practices.
2. **Understanding and Assistance in Risk Analysis** (Unit Standard: 123461): Develop an understanding of risk analysis functions and learn how to provide effective assistance in these processes.

### COURSE BENEFITS:

- Acquire essential knowledge in basic accounting, forming a solid foundation for further financial studies or practical application in business.
- Understand the critical aspects of risk analysis, enhancing the ability to identify and manage potential risks in business operations.
- Develop skills that are crucial for supporting effective risk management strategies in various business contexts.

## Business Communication 1

NQF Level 1 | Course Fee: R3,200

### COURSE OVERVIEW:

Business Communication 1 at NQF Level 1 is a comprehensive short course designed to establish foundational communication skills vital in the business environment. It covers various aspects of speaking, listening, reading, and writing, tailored to the needs of professional communication.

### LEARNING MODULES:

1. **Speaking and Listening Interactions** (Unit Standard: 119635): Develop the ability to engage effectively in various speaking and listening interactions, crucial for effective workplace communication.
2. **Learning Strategies** (Unit Standard: 119631): Explore and adopt effective strategies for learning, enhancing the ability to absorb and apply new information.
3. **Reading and Responding to Texts** (Unit Standard: 119640): Gain skills in reading and responding to a range of text types, an essential aspect of understanding and processing business communications.
4. **Purposeful Writing** (Unit Standard: 119636): Learn to write effectively for a variety of different purposes, adapting style and content to suit diverse communication needs.

### COURSE BENEFITS:

- Master essential speaking and listening skills for effective interpersonal communication in business settings.
- Develop strategic approaches to learning, enhancing personal and professional development.
- Enhance reading comprehension and response skills, essential for navigating a range of business-related texts.
- Acquire the ability to write clearly and purposefully for various business contexts, improving written communication proficiency.

## Business Communication 2

NQF Level 3 | Course Fee: R4,000

### COURSE OVERVIEW:

Business Communication 2 at NQF Level 3 is an advanced course that focuses on enhancing communication skills in professional settings. It is designed to enable learners to refine their communication abilities, ensuring nuanced and effective interaction in business and occupational contexts.

### LEARNING MODULES:

1. **Audience and Context in Communication** (Unit Standard: 119472): Develop the ability to tailor communication strategies to accommodate diverse audience needs and contextual requirements.
2. **Communication in Occupational Learning** (Unit Standard: 119467): Learn the use of language and communication strategies in occupational learning programs, enhancing clarity and effectiveness in educational and training settings.
3. **Writing/Presenting/Signing for Various Contexts** (Unit Standard: 119465): Gain skills in writing, presenting, or signing texts for a broad range of communicative contexts, improving versatility in communication.
4. **Interpreting and Using Information from Texts** (Unit Standard: 119457): Enhance the ability to interpret and apply information from various textual sources, an essential skill for informed business communication.

### COURSE BENEFITS:

- Ability to adapt communication strategies to suit different audiences and contexts, a key skill in professional and corporate environments.
- Improve communication skills within occupational learning programs, contributing to more effective teaching and training methodologies.
- Develop the ability to produce and interpret various forms of texts, enhancing overall communication proficiency in diverse settings.
- Enhance text interpretation skills, vital for understanding and responding to business-related information and communications.

# BUSINESS NUMERACY COURSES

## Business Numeracy 1

NQF Level 1 | Course Fee: R3,200

### COURSE OVERVIEW:

Business Numeracy 1 at NQF Level 1 introduces learners to foundational mathematical concepts, crucial for business contexts. The course covers data analysis, measurement, patterns, and basic numerical operations, all tailored to provide a practical understanding of mathematics in business applications.

### LEARNING MODULES:

1. **Shape, Space, and Measurement** (Unit Standard: 119373): Understand and describe objects in terms of their shape, space, and measurement, providing a basis for mathematical reasoning.
2. **Mathematical Patterns, Functions, and Algebra** (Unit Standard: 119368): Learn to describe, interpret, and represent mathematical patterns, functions, and algebraic concepts.
3. **Numerical Data Processing and Analysis** (Unit Standard: 110083): Develop skills in processing, analysing, and communicating numerical data, essential for effective business decision-making.
4. **Working with Numbers and Operations** (Unit Standard: 119362): Master basic operations with numbers and understand the relationships between them, forming a foundation for advanced numerical skills.

### COURSE BENEFITS:

- Gain an essential understanding of mathematical concepts relevant to business, such as shape, space, and measurement.
- Learn to recognize and apply mathematical patterns and functions in a business context.
- Acquire the ability to process and analyse numerical data effectively, enhancing data-driven decision-making skills.
- Develop proficiency in basic numerical operations and understanding numerical relationships, key for business calculations and analysis.

# BUSINESS NUMERACY COURSES

## Business Numeracy 2

NQF Level 3 | Course Fee: R4,000

### COURSE OVERVIEW:

Business Numeracy 2 at NQF Level 3 builds upon basic numeracy skills and introduces advanced mathematical applications relevant to business scenarios. This course covers complex calculations, financial analysis, and data interpretation, equipping learners with the skills to handle challenging numerical tasks in various business environments.

### LEARNING MODULES:

1. **Number Bases and Measurement Units** (Unit Standard: 9010): Understand the use of different number bases and measurement units, and develop an awareness of potential errors in relevant calculations.
2. **Shape and Motion in 2D and 3D Spaces** (Unit Standard: 9013): Learn to describe, apply, analyse, and calculate shapes and motion in two and three-dimensional spaces in diverse contexts.
3. **Data and Probabilities in Real-life Problems** (Unit Standard: 9012): Investigate real-life and work-related problems using data analysis and probability concepts.
4. **Mathematics in Financial Monitoring** (Unit Standard: 7456): Utilise mathematical skills to investigate and monitor financial aspects of personal, business, and national issues.

### COURSE BENEFITS:

- Develop an in-depth understanding of various number bases and measurement units, essential for accurate business calculations.
- Gain the ability to analyse and solve spatial problems in both two and three-dimensional contexts.
- Learn to apply data analysis and probability in solving real-life and work-related problems, enhancing decision-making skills.
- Acquire the mathematical skills necessary for effective financial analysis and management in personal, business, and national contexts.

## Project Mathematics

NQF Level 4 | Course Fee: R3,600

### COURSE OVERVIEW:

Project Mathematics at NQF Level 4 is an encompassing course that integrates crucial mathematical concepts for effective project management. It covers financial mathematics, geometry, statistics, and probabilities, providing a comprehensive toolkit for handling various mathematical aspects in project management scenarios.

### LEARNING MODULES:

1. **Financial Mathematics** (Unit Standard: 7468): Delve into the financial aspects of personal, business, national, and international issues, enhancing skills in financial decision-making and analysis.
2. **Geometry in 2D and 3D Spaces** (Unit Standard: 9016): Develop the ability to represent, analyse, and calculate shapes and motion in both two and three-dimensional spaces, a key skill in project planning and design.
3. **Statistics and Probability** (Unit Standard: 9015): Gain an understanding of statistics and probability, essential for data analysis and risk assessment in project management.

### COURSE BENEFITS:

- Acquire comprehensive knowledge in financial mathematics, crucial for understanding and managing the financial elements of projects.
- Learn to apply geometric concepts in practical scenarios, enhancing spatial reasoning and design capabilities.
- Understand and utilise statistical and probabilistic methods, critical for data-driven decision-making and risk management in projects.



## Introduction to Project Management

NQF Level 4 | Course Fee: R2,400

### COURSE OVERVIEW:

Introduction to Project Management at NQF Level 4 provides learners with an introductory understanding of project management principles, tools, and methodologies. This course is designed to equip participants with the essential knowledge and skills for effective project execution in various professional settings.

### LEARNING MODULES:

1. **Fundamentals of Project Management** (Unit Standard: 120372): Delve into the core principles of project management, covering the foundational aspects required to manage projects successfully.
2. **Project Management Tools and Techniques** (Unit Standard: 120385): Learn about various project management tools and techniques, enhancing the ability to plan, execute, and monitor projects effectively.

### COURSE BENEFITS:

- Gain a solid understanding of the fundamental concepts and methodologies of project management.
- Learn to apply practical tools and techniques for project planning, execution, and monitoring.
- Develop the foundational skills necessary for managing projects efficiently, paving the way for more advanced studies or professional application in project management.

## Project Support Services

NQF Level 3 | Course Fee: R3,000

### COURSE OVERVIEW:

Project Support Services at NQF Level 3 is focused on providing an in-depth understanding of the roles within project support, the implementation of quality control procedures, and the cultivation of effective teamwork in project environments. This course is essential for those looking to enhance their capabilities in supporting and contributing to successful project outcomes.

### LEARNING MODULES:

1. **Understanding the Project Support Services Environment** (Unit Standard: 123462): Develop a comprehensive knowledge of the project and project support services environment, understanding the roles and responsibilities involved.
2. **Quality Control Procedures** (Unit Standard: 123468): Learn to explain and apply quality control procedures, ensuring high standards are maintained throughout the project lifecycle.
3. **Team Functionality** (Unit Standard: 116594): Acquire skills to function effectively within a team, contributing to collaborative efforts and project success.

### COURSE BENEFITS:

- Gain a thorough understanding of the project support services environment, enhancing your role in project execution and management.
- Develop the ability to implement and maintain quality control procedures, a critical aspect in achieving project excellence.
- Enhance team collaboration skills, vital for effective teamwork in project settings and improving overall project outcomes.

## Project Administration / Documentation

NQF Level 4 | Course Fee: R3,600

### COURSE OVERVIEW:

Project Administration/Documentation at NQF Level 4 delves into the critical administrative aspects of project management. This course places a strong emphasis on managing project documentation and the effective facilitation of project-related meetings and workshops, key skills for maintaining organisation and clarity in complex project environments.

### LEARNING MODULES:

1. **Project Administration Processes** (Unit Standard: 120381): Learn to implement effective project administration processes, ensuring smooth operational flow in project management.
2. **Project Documentation Management** (Unit Standard: 120376): Gain proficiency in managing project documentation, a crucial aspect for maintaining accurate and accessible project records.
3. **Organising Project Meetings and Workshops** (Unit Standard: 120382): Develop skills to plan, organise, and support project meetings and workshops, enhancing communication and collaboration within project teams.

### COURSE BENEFITS:

- Master the fundamental processes of project administration, increasing efficiency and effectiveness in managing projects.
- Learn to effectively manage project documentation, ensuring vital information is well-organised and easily retrievable.
- Acquire the ability to facilitate project meetings and workshops, essential for fostering effective team communication and collaboration.

## Project Teamwork

NQF Level 4 | Course Fee: R2,400

### COURSE OVERVIEW:

Project Teamwork at NQF Level 4 is designed to concentrate on developing essential skills in teamwork and team motivation within a project framework. This course is ideal for individuals looking to enhance their ability to effectively collaborate and drive team performance in project settings.

### LEARNING MODULES:

1. **Functioning as a Project Team Member** (Unit Standard: 120379): Develop the skills necessary to work effectively as a member of a project team, contributing significantly to project goals and objectives.
2. **Motivating and Building a Team** (Unit Standard: 242819): Learn strategies to motivate and build a team, fostering a positive and productive team environment.

### COURSE BENEFITS:

- Acquire practical skills for working collaboratively and effectively as part of a project team.
- Learn how to motivate and cultivate a strong, cohesive team, crucial for successful project execution.
- Enhance interpersonal skills and leadership qualities beneficial for any team-oriented professional environment.

## Project Costing & Scheduling

NQF Level 4 | Course Fee: R4,800

### COURSE OVERVIEW:

Project Costing and Scheduling at NQF Level 4 is a comprehensive course covering critical aspects of project management such as estimating, cost control, planning, scheduling, and managing changes within project parameters. This course is essential for individuals looking to master the financial and time-management aspects of project management.

### LEARNING MODULES:

1. **Project Estimating Service Functions** (Unit Standard: 123463): Explain and provide assistance for project estimating, ensuring accurate and effective cost projections.
2. **Quality, Time, and Cost Parameters** (Unit Standard: 123466): Understand the interplay of quality, time, and cost in projects and learn to obtain change request authorisations efficiently.
3. **Project Planning and Scheduling Assistance** (Unit Standard: 123464): Gather information and assist in project planning and scheduling, ensuring project timelines are realistic and achievable.
4. **Project Cost Control Functions** (Unit Standard: 123467): Provide assistance for cost control functions in projects, a vital skill for maintaining budget integrity and financial viability.

### COURSE BENEFITS:

- Develop a deep understanding of project estimating, enhancing accuracy in cost projections and budgeting.
- Gain insights into managing the quality, time, and cost constraints of a project, crucial for successful project outcomes.
- Learn to assist in planning and scheduling, ensuring effective time management and adherence to project timelines.
- Acquire skills in project cost control, essential for maintaining financial control and preventing budget overruns.

# PROJECT MANAGEMENT COURSES

## Project Implementation

NQF Level 4 | Course Fee: R3,600

### COURSE OVERVIEW:

Project Implementation at NQF Level 4 focuses on the practical aspects of executing projects efficiently. This course covers crucial areas such as budget management, quality assurance, and the monitoring of project schedules, key for ensuring successful project outcomes.

### LEARNING MODULES:

- 1. Project Budget Management** (Unit Standard: 120375): Learn to create and manage a cost budget for a project, and monitor and control actual costs against the budget, a critical skill for financial oversight in project management.
- 2. Quality Assurance in Project Work** (Unit Standard: 120383): Understand and implement strategies to assure project work meets established quality requirements, ensuring the high standards of project outputs.
- 3. Monitoring Project Schedules** (Unit Standard: 120387): Develop skills to monitor, evaluate, and communicate project schedules effectively, maintaining adherence to project timelines and milestones.

### COURSE BENEFITS:

- Gain expertise in managing project budgets, crucial for ensuring financial efficiency and viability of projects.
- Learn to implement quality assurance measures, guaranteeing that project deliverables meet the required standards.
- Acquire the ability to effectively monitor and report on project schedules, ensuring timely completion and progress tracking.

---

## CONTACT US

T: 079 479 6825

E: [info@hdtacademy.co.za](mailto:info@hdtacademy.co.za)