

PROJECT MANAGEMENT COURSES

WE OFFER:

Short Learning Programmes
Occupational Certificate



Oxbridge
Academy ✓

effortless excellence in education

Proudly part of the
ADvTECH Group,
the leader in private
education in Africa.

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CONTENTS

Welcome to Oxbridge Academy	3
Entry requirements	4
Project management courses	5
S Short learning programmes	6
O Occupational Certificate	10
What is project management?	12
What tasks and responsibilities does a project manager have?	13
Benefits of studying a project management course	14
Where do project managers work?	15
What skills do you need to work as a project manager?	16
What our students have to say	17
How do you register for a course?	18
What makes us different?	19
Study fields at Oxbridge Academy	20
Contact details	21
<i>Accreditation and registration</i>	

WELCOME TO OXBRIDGE ACADEMY

WHY STUDY WITH US?

At Oxbridge Academy, we give you the opportunity to further your education while you acquire knowledge and skills that are relevant in the workplace.

Do you want the right skills to:

- Pursue a rewarding career?
- Earn a promotion in your current job?
- Earn a better income?
- Secure a job that improves your quality of life?
- Start your own business?

With Oxbridge Academy's flexible home study options, you can study a course that will give you the skills you need to achieve these goals — without having to give up your full-time occupation.



WHY HOME STUDY?

Distance learning, or home study, is recognised worldwide as an effective manner in which to further your education. It is highly flexible, and is therefore the **ideal option if you have a full-time job**, live in a small town far away from a residential college or university, or have family responsibilities that prevent you from attending classes.

Some of the benefits of home study are that you:

- Study from home
- Study at your own pace
- Save money on travelling expenses
- Are able to work full-time while you study



ENTRY REQUIREMENTS

To study with Oxbridge Academy, you need to meet the following minimum entry requirements:

- You need to be at least 16 years old.
- You need to be able to read and write in English (as all the course material is in English).
- You need to be willing to study independently from home (with assistance from a tutor via email).

There are many courses that you can study even if you haven't completed Matric. For some courses, though, additional entry requirements apply. Please have a look at the course information pages in this brochure to see the full entry requirements for each course.

PROJECT MANAGEMENT COURSES



Project management courses at Oxbridge Academy will equip you with a range of occupational skills, and will teach you more about:

- General management principles
- Financial management and data processing
- Risk management
- Business skills and entrepreneurship
- Office administration and communication

Choose from one of three courses that have been developed to introduce you to the field of project management and to equip you with essential project management skills.

Courses are available in these categories:

- Short learning programmes

These non-accredited skills courses are designed to introduce you to the field of project management, and to equip you with fundamental knowledge and skills in this field, without requiring you to write any exams.

- You will be assessed through **written assignments**, which you can submit via post or email, or via the Online Student Portal.
- You will not be required to write any exams.

These short learning programmes are focused on skills development and are intended for personal improvement and improved performance in the workplace. The courses are offered, assessed, and certified by Oxbridge Academy and are not registered on the NQF.

[CLICK HERE TO FIND OUT MORE ABOUT SHORT LEARNING PROGRAMMES](#)

OXBRIDGE ACADEMY SHORT COURSE: BASIC PROJECT MANAGEMENT CONCEPTS

This short course equips you with a sound understanding of fundamental project management concepts, and introduces you to project management processes.

COURSE CODE

PRO101

DURATION

6 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Project Management 201

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Short Course Certificate: Basic Project Management Concepts** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

OXBRIDGE ACADEMY SKILLS CERTIFICATE: PRINCIPLES OF PROJECT MANAGEMENT

This course will equip you with a range of job-relevant business and project management skills.

COURSE CODE

PRO110

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Management Practice 101
Management Practice 201
Project Management 201
Project Management 301

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 1-2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Principles of Project Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

OXBRIDGE ACADEMY SKILLS CERTIFICATE: PROJECT MANAGEMENT

This course will equip you with fundamental business skills, and will introduce you to the administration and management skills that are essential for project management.

COURSE CODE

PM100-01

DURATION

8 months

REQUIREMENTS

No matric

COURSE SUBJECTS

Fundamental Business Skills 101
Management Practice 101
Office Data Processing 101
Project Management 201

STATUS

Non-accredited short learning programme

ASSESSMENT AND AWARD

- 1-2 assignments per subject
- No examinations

Upon completion of this course, students will be awarded an **Oxbridge Academy Skills Certificate: Project Management** from Oxbridge Academy.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

These formal qualifications are registered on the [National Qualifications Framework](#) (NQF), and are accredited by the Quality Council for Trades and Occupations (QCTO). Occupational qualifications are associated with a trade, occupation or profession resulting from work-based learning and consisting of knowledge unit standards, practical unit standards, and work experience unit standards.



When you register for one of our Occupational Certificates, you will be expected to complete one theoretical and two practical components. The theoretical component is assessed by means of assignments, whereas the practical components require you to submit evidence that you have met the practical and workplace requirements of the course. Should you not be employed at a registered business during the time that you complete your studies, Oxbridge Academy will assist you with placements if you meet our placement criteria.

How do I qualify and register for the external integrated summative assessment?

- This qualification requires you to write one external assessment (exam) that covers all the learning material in the course.
- You have to complete and pass all three components of the course (one theoretical and two practical) before you will become eligible to register for the external assessment.
- Once you qualify to register for the external assessment, Oxbridge Academy will notify the QCTO. The QCTO will then visit Oxbridge Academy to verify whether you qualify for the external assessment.
- Please note that although you may have passed the assessments and practical components, the final decision to allow you entry to the external assessment lies with the QCTO. Oxbridge Academy undertakes to give you feedback on the reasons why and provide you with another opportunity to redo your assessments.
- If the QCTO qualifies you to write the external assessment, they will notify you directly. The QCTO will also allocate a venue where you will write the final external assessment.
- Oxbridge Academy will assist you with the registration process for the external summative assessment. Please note that it can take up to three months before you can write your final external assessment.

OCCUPATIONAL CERTIFICATE: PROJECT MANAGER

The purpose of this qualification is to prepare a learner to operate as a Project Manager. A Project Manager applies knowledge of project management to achieve project objectives in a specific field of application.

COURSE CODE

PROJMAN-01

DURATION

24 months

REQUIREMENTS

NSC or NCV level 4 or NQF Level 4 with Communication and Mathematical Literacy

COURSE SUBJECTS

11 Knowledge modules
12 Practical skills modules
4 Work experience modules
See website for details.

STATUS

NQF Level 5 Occupational certificate accredited by the QCTO (SAQA ID 101869)

ASSESSMENT AND AWARD

Students are required to complete the following:

- 11 theoretical assignments
- 13 practical assignments
- 6 workplace assignments

Upon completion of this course, students will be awarded a **Occupational Certificate: Project manager** from the **QCTO**.

FEES

Please contact us for course fees or visit our website:

*Please note that the registration fee shown applies to South African students only. Foreign students are required to pay a non-refundable R2400 deposit instead of a registration fee.

A background image showing two men in business attire looking at a laptop screen in an office setting. The image is overlaid with a dark blue semi-transparent rectangle containing text.

WHAT IS PROJECT MANAGEMENT?

Project management involves **the use of processes and resources** to meet certain project objectives within a given timeframe.

Project managers, therefore, are responsible for making sure that projects are carried out successfully – both **on time** and within the scope of the available resources.

WHAT TASKS AND RESPONSIBILITIES DOES A PROJECT MANAGER HAVE?

Tasks may include the following:

- Planning a project from start to finish.
- Identifying the resources required for implementing the project.
- Drawing up and managing the project budget.
- Establishing the project timeline.
- Managing the project team.
- Negotiating and contracting with external service providers.
- Assessing and managing risks relating to the project.
- Performing quality assurance in relation to all aspects of the project.
- Reporting to the relevant **stakeholders**.
- Evaluating the project upon completion.



Stakeholder:

A person who may affect or influence, or may be affected or influenced by, something (such as a project). In the context of project management, project stakeholders may include (but are not limited to): the project manager, the project team, the client, the suppliers, the service providers, the people funding the project, and any other people being affected by the project.

WHERE DO PROJECT MANAGERS WORK?

Project managers can work for project management firms, or they can work as in-house project managers for organisations. Alternatively, they can work as freelancers. Even though some industries, such as construction and IT, are more project intensive than others, project managers are able to find work in all industries.

Project management is important because it enables organisations to implement projects more successfully. By hiring professional project managers to oversee major projects, organisations are more likely to complete projects on time, within budget, and to the desired quality. They are also less likely to be affected by scope creep. (Scope creep is when the scope of a project gradually increases during the course of a project, often due to lack of planning and/or proper management throughout the course of the project.)

Organisations can benefit from professional project management in the following ways:

- More efficient use of resources
- Minimisation of project risks
- Improved change management

As you can see from the above, project management has an important role to play in the successful completion of projects in any environment.

Examples of positions in which project managers can be employed include the following:

- Business Project Manager
- Construction Project Manager
- Financial Project Manager
- Healthcare Project Manager
- IT Project Manager
- Project Management Consultant
- Project Risk Manager
- Technical Project Manager

You often have to complete a number of professional certifications, once you start working, to qualify as a specialist in these fields.

WHAT SKILLS DO YOU NEED TO WORK AS A PROJECT MANAGER?

To work as a project manager, you will need the relevant technical knowledge and skills to implement a project in a particular industry. If you want to work as a construction project manager, for example, you will need sound knowledge of building regulations, contract administration, and general construction principles.

Here are a few examples of the general types of skills you will need as a project manager in any industry:

Written and verbal communication skills, numeracy skills, organisational skills, leaderships skills, strategic thinking skills, problem solving skills, time management skills, conflict management skills, flexibility and adaptability

WHAT OUR STUDENTS HAVE TO SAY

”

“The advisors & staff were very helpful and professional at all times. They were also helpful with queries regarding the learning content.”

- Claudel Draai

[CLICK HERE TO READ MORE COMMENTS](#)

HOW DO YOU REGISTER FOR A COURSE?

Choose one of the options below:

- **Download** and complete the registration form, and send us your registration form and proof of payment via post or email:
 - **Post:** PO Box 12723, Die Boord, 7613
 - **Email:** registrar@oxbridgeacademy.edu.za
- OR
- **Call** our Student Advisors on 021 1100 200 to register via telephone

OR

[CLICK HERE TO REGISTER ONLINE](#)

WHAT IS THE REGISTRATION FEE?

The registration fee represents an initial deposit, and contributes towards the activation of your course. Payment of the registration fee secures your Welcome Pack, which includes:

- Your personalised student card
- Your registration letter and information pack
- An outline of your payment plan
- A study programme
- Distance Learning Survival Guide

Note:

Your registration will only be complete once you have paid the registration fee and have undertaken to pay the balance of the course fees in monthly instalments. (You also have the option to pay your course fees in full up front.)

WHAT MAKES US DIFFERENT?

- We are committed to '*effortless excellence in education.*'
- We provide you with a free 'Distance Learning Survival Guide' when you register for your course.
- Our courses are constantly updated, and are designed to equip you with workplace-relevant skills.
- Our study material is specifically designed to meet your needs as a distance learning student.
- Our study material is provided in a user-friendly format, is designed to meet international standards, and is included in the course fees.
- Our industry-expert tutors are highly qualified, and are available to provide you with academic support via email.
- Our fees are affordable, and can be paid in interest-free monthly instalments.

OUR VISION

To be recognised as
a leader in the field
of distance education
and supported
learning
by clients, regulatory
bodies and
employees.





STUDY FIELDS AT OXBRIDGE ACADEMY

Advertising & Marketing Management

Assessor & Moderator

Bookkeeping & Accounting

Bridging

Business Management

Childhood Development

Computer Studies

Contact Centre Operations

Engineering Studies

Events Management

Health & Wellness

Human Resource Management

Matric

Occupational Health & Safety (OHS)

Project Management

Public Relations

Public Sector Management

Secretarial Studies

Supply Chain & Logistics

Tourism & Hospitality

CONTACT DETAILS

Telephone:

021 110 0200

Fax:

021 883 2378 | 021 883 2795

Postal address:

PO Box 12723, Die Boord, 7613

Physical address:

The Vineyard, cnr Devon Valley and Adam Tas Road, Stellenbosch, 7600

Email:

info@oxbridgeacademy.co.za

Website:

www.oxbridgeacademy.edu.za