

STATEMENT OF WORK EXPERIENCE**Skills Development Provider:**

Forensic Academy Africa (Pty) Ltd

Accreditation Number:

07-QCTO-SDP151025042452

Qualification Number:	101869
Qualification Title:	Occupational Certificate: Project Manager

Learner Details	
Full Name and Surname:	
ID Number:	
Learner Cell Phone #:	

Employer Details	
Name of Institution:	
Postal Address:	
Supervisor Name and Surname:	
Supervisor Position:	
Work Telephone #:	
Work E-Mail:	

121905000-WM-01, Attend to project initiation management processes, NQF Level 5, Credits 10

WM-01-WE01	Observe and assist an experienced project manager with project initiation processes	
Scope Work Experience		
WA0101	Observe and assist with actions related to the initiation of a project and compiling a project scope statement such as the interpretation of the project charter or brief and associated documents, determining the key requirements and needs of a project, the development of the project management approach and compiling a project scope statement	Tick
WA0102	Observe and assist with actions related to client consultation on the initiation of a project and compiling a project scope statement	Tick
Supporting Evidence (For Employer Attention – Submission required)		
SE0101	Evaluation report by the experienced person	
SE0102	Workplace logbook	

WM-01-WE02	Conduct project initiation activities under close supervision of an experience project manager	
Scope Work Experience		
WA0201	Attend to the initiation of a project and compiling a project scope statement related to the interpretation of the project charter or brief and associated documents, determining the key requirements and needs of a project, the development of the project management approach and compiling a project scope statement	Tick
WA0202	Attend to client consultation on the initiation of a project and compiling a project scope statement	Tick
WA0203	Attend to the initiation of a project and compiling a project scope statement for at least two projects	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0201	Project charter interpretation	
SE0202	Project needs assessment	
SE0203	Project management approach	
SE0204	Project scope statement	
SE0205	Workplace logbook	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)	
1	Workplace policies and procedures
2	Workplace specific practices and customs
3	Workplace reporting structures
4	Workplace documents

121905000-WM-02, Attend to project planning processes, NQF Level 5, Credits 20

WM-02-WE01	Observe and assist an experienced project manager with project planning	
Scope Work Experience		
WA0101	Observe and assist with actions related to planning and developing a project timeline and schedule such as planning schedule management, defining project activities, sequencing project activities, estimating project activity resources and duration, development of a project schedule and development of a Work Breakdown Structure	Tick
WA0102	Observe and assist with actions related to planning and projecting the cost of a project such as planning project cost management, developing a project cost estimate and developing a project budget	Tick
WA0103	Observe and assist with actions related to planning project management systems such as a project quality management plan, project human resources plan, project communication management plan, project risk management plan and project procurement management plan	Tick
Supporting Evidence (For Employer Attention – Submission required)		
SE0101	Evaluation report by the experienced person	
SE0102	Workplace logbook	

WM-02-WE02	Conduct project planning activities under close supervision of an experienced project manager	
Scope Work Experience		
WA0201	Attend to planning and developing a project timeline and schedule such as planning schedule management, defining project activities, sequencing project activities, estimating project activity resources and duration, development of a project schedule and development of a Work Breakdown Structure	Tick
WA0202	Attend to planning and projecting the cost of a project such as planning project cost management, developing a project cost estimate and developing a project budget	Tick
WA0203	Attend to planning project management systems such as a project quality management plan, project human resources plan, project communication management plan, project risk management plan and project procurement management plan	Tick
WA0204	Support the implementation of action plans and review progress against the objectives	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0201	Schedule management plan	
SE0202	Project activities	
SE0203	Project activities sequence	
SE0204	Project activity resources and duration estimate	
SE0205	Project schedule	
SE0206	Work Breakdown Structure	
SE0207	Workplace logbook	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)	
1	Workplace specific practices and customs
2	Workplace reporting structures
3	Workplace documents

**121905000-WM-03, Attend to project execution and control processes, NQF Level 5,
Credits 20**

WM-03-WE01	Observe and assist an experienced project manager with project execution and control	
Scope Work Experience		
WA0101	Observe and assist with actions related to monitoring and controlling the scope of a project such as evaluating and refining the project scope statement, validating the project scope and controlling the project scope	Tick
WA0102	Observe and assist with actions related to the control of the project delivery schedules and costs such as control a project schedule and costs	Tick
WA0103	Observe and assist with actions related to the control of the project quality such as gather of and analysing quality requirements, performing project quality assurance and controlling project quality	Tick
WA0104	Observe and assist with actions related to managing and controlling the human resources of a project such as recruitment and selection of a project team, developing a project team, managing project team performance, managing project team member conduct and enforcing occupational health, safety, environment and risk control practices	Tick
WA0105	Observe and assist with actions related to conducting and controlling project communication and stakeholder interaction	Tick
WA0106	Observe and assist with actions related to the management and control of project risks	Tick
WA0107	Observe and assist with actions related to the manage and control of project procurement	Tick
Supporting Evidence (For Employer Attention – Submission required)		
SE0101	Evaluation report by the experienced person	
SE0102	Workplace logbook	

WM-03-WE02	Conduct project execution and control activities under close supervision of an experienced project manager	
Scope Work Experience		
WA0201	Attend to actions related to monitoring and controlling the scope of a project such as evaluating and refining the project scope statement, validating the project scope and controlling the project scope	Tick
WA0202	Attend to actions related to the control of the project delivery schedules and costs such as control a project schedule and costs	Tick
WA0203	Attend to actions related to the control of the project quality such as gather of and analysing quality requirements, performing project quality assurance and controlling project quality	Tick
WA0204	Attend to actions related to managing and controlling the human resources of a project such as recruitment and selection of a project	Tick

	team, developing a project team, managing project team performance, managing project team member conduct and enforcing occupational health, safety, environment and risk control practices	
WA0205	Attend to actions related to conducting and controlling project communication and stakeholder interaction	Tick
WA0206	Attend to actions related to the management and control of project risks	Tick
WA0207	Attend to actions related to the manage and control of project procurement activities	Tick
WA0208	Attend to project execution and control activities for at least two projects	Tick
Supporting Evidence (For Employer Guidance Only – NO submission required)		
SE0201	Schedule management plan	
SE0202	Project activities sequence	
SE0203	Project activities records	
SE0204	Project documentation and records	
SE0205	Workplace logbook	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)	
1	Workplace specific practices and customs
2	Workplace reporting structures
3	Workplace documents

121905000-WM-04, Attend to project close out processes, NQF Level 5, Credits 10

WM-04-WE01	Observe and assist an experienced project manager with project close out activities	
Scope Work Experience		
WA0101	Observe and assist with final project verification and customer satisfaction assessment including reflection on the achievement of final specifications, project success, effectiveness and lessons learned	Tick
WA0102	Observe and assist with project resource demobilisation and termination procedures including resource demobilisation and termination, completion and settlement of contracts and resolution of any open items	Tick
WA0103	Observe and assist with project administrative and contract closure activities including performance measurement documentation, product documentation and other project records required, project audits	Tick
WA0104	Observe and assist with project transfer and handover procedures including client meetings, handover actions and project reconciliations	Tick
Supporting Evidence (For Employer Attention – Submission required)		
SE0101	Evaluation report by the experienced person	
SE0102	Workplace logbook	

WM-04-WE02	project close out activities under close supervision of an experience project manager	
Scope Work Experience		
WA0201	Attend to final project verification and customer satisfaction assessment including reflection on the achievement of final specifications, project success, effectiveness and lessons learned	Tick
WA0202	Attend to project resource demobilisation and termination procedures including resource demobilisation and termination, completion and settlement of contracts and resolution of any open items	Tick
WA0203	Attend to project administrative and contract closure activities including performance measurement documentation, product documentation and other project records required, project audits	Tick
WA0204	Attend to project close out activities for at least two projects	Tick
Supporting Evidence (For Employer Attention – Submission required)		
SE0201	Evaluation report by the experienced person	
SE0201	Workplace logbook	

Contextualised Workplace Knowledge (For Employer Guidance Only – NO submission required)	
1	Workplace documents
2	Workplace reporting structures
3	Workplace specific practices and customs

Knowledge and Practical Modules	Acknowledging that additional assignments are to be assessed by the Skills Development Provider	Tick
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External Integrated Summative Assessment	Acknowledging that the External Integrated Summative Assessment is to be Externally Assessed at an accredited Assessment Centre, quality assured by the relevant Quality Partner.	Tick
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We, the Employer and the Learner, declare that the above requirements were met and monitored.

Declaration by Learner	Date	Learner Signature
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Declaration by Employer	Date	Supervisor Signature
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Office Use Only	Statement of Workplace Experience on file at Skills Development Provider	Thus, done and signed virtually using the last date of the parties above.
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