

Qualification details

Title	New Zealand Certificate in Project Management (Level 4)		
Version	1	Qualification type	Certificate
Level	4	Credits	60
NZSCED	080315	Management and Commerce > Business and Management > Project Management	
Qualification developer	NZQA Qualifications Services on behalf of and in collaboration with the sector.		
Next review	November 2019		
Approval date	January 2015		
Strategic purpose statement	<p>The purpose of this qualification is to provide New Zealand business entities with people who can carry out a broad range of support roles as a project team member and take responsibility for some parts of a project(s).</p> <p>This qualification will benefit New Zealand business entities by increasing project success through consistent application of project management skills.</p> <p>Graduates of this qualification will be able to support the management of a project(s) under broad guidance in a bi- and multi-cultural environment.</p>		
Outcome Statement	Graduate profile	<p>Graduates of this qualification will be able to:</p> <p>Technical knowledge and skills</p> <ul style="list-style-type: none"> - 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. <p>People skills</p> <ul style="list-style-type: none"> - Collaborate and contribute to the achievement of objectives. - Communicate information clearly to stakeholders. <p>Affective skills</p> <ul style="list-style-type: none"> - Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner. - Manage self to contribute to the project's performance. <p>Cognitive skills</p>	

		<ul style="list-style-type: none"> - Determine solutions for operational issues in a project(s). Business environment - Comply with internal policies, legislation and other external requirements for the entity.
	Education pathway	<p>Achievement of this qualification may lead to further study in:</p> <ul style="list-style-type: none"> - New Zealand Diploma in Business (with strands in Accounting; Administration and Technology; Leadership and Management, and Project Management) (Level 5) [Ref: 2459] - relevant industry and/or academic certifications and/or qualifications. <p>This qualification may equip graduates towards achievement of Project Management Institute and other professional credentials.</p>
	Employment and/or community pathway	<p>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.</p>

Qualification specifications

Qualification award	<p>This qualification will be awarded to people who have met the requirements of the outcomes.</p> <p>Credit gained for an outcome may be used only once to meet the requirements of this qualification.</p> <p>Awarding bodies for this qualification will be any education organisation accredited under section 38 of the Education Amendment Act 2011 to deliver a programme leading to the qualification.</p> <p>The certificate will display the NZQF logo and the name and logo of the awarding body.</p>
Evidence requirements for assuring consistency	<p>All tertiary education organisations (TEOs) either arranging training or delivering programmes that lead to the award of the qualification are required to participate with the qualification developer in a scheduled consistency process, in accordance with published national guidelines.</p> <p>This will involve reviewing evidence associated with graduates' achievement of outcomes, establishing a periodic cycle for a review focus for the external consistency review, and agreeing acceptable standards and/or benchmarks for qualification outcome achievement, and areas for improvement.</p> <p>Standard evidence for programme providers may include:</p> <ul style="list-style-type: none"> - assessment information leading to the achievement of

	<p>the graduate outcomes</p> <ul style="list-style-type: none"> - a portfolio of student work relating to the qualification and the annual review focus requirements - graduate and/or stakeholder/end-user feedback on outcome achievement - TEO moderation outcomes which may include moderation/benchmarking across common programmes - relevant External Evaluation and Review (EER) data.
Credit transfer and recognition of prior learning arrangements	<p>Education organisations must have policies and procedures in place for managing credit transfer, and assessing recognition of prior learning and recognition of current competency. These policies and procedures, and associated fees, must be available to the candidates prior to enrolment.</p> <p>Where recognition of existing skills and knowledge is required by the candidate, this will be arranged by the education organisation delivering the programme leading to the qualification.</p> <p>To facilitate credit transfer, education organisations must clearly demonstrate the equivalency between each of the outcomes in the graduate profile, and the assessment components of their programmes.</p>
Minimum standard of achievement and standards for grade endorsements	<p>The minimum standard of achievement required for the award of the qualification will be the achievement of all the graduate outcomes in the graduate profile.</p> <p>There are no grade endorsements for this qualification.</p>
Entry requirements (including prerequisites to meet regulatory body or legislative requirements)	<p>There are no mandatory prerequisites to meet regulatory body or legislative requirements for this qualification.</p>

Qualification conditions

Overarching conditions relating to the qualification

Conditions for programme structure	<p>Outcomes in the following sections of the graduate profile will be embedded throughout programme design and delivery, and assessment: People skills, Affective skills, Cognitive skills.</p>
Conditions for programme context	<p>Programme design and delivery, and all assessment will be conducted in and for the context of a real or realistic business entity, and in light of the requirements of that context.</p> <p>Programmes leading to award of this qualification must identify the context, and must justify the allocation of credits to graduate profile outcomes within the programme, in light of the requirements of the context.</p> <p>A business entity can be an organisation, or a commercial or other enterprise, not necessarily for profit, and can be a discretely managed</p>

	business unit within a larger organisation.
Other conditions	<p>Definitions</p> <p>A <i>project</i> is a temporary group activity designed to produce a discrete product, service or result.</p> <p><i>Project management</i> is the application of specialist knowledge, skills, tools and techniques to project activities to meet the project requirements.</p>

Specific conditions relating to the Graduate profile

Qualification outcomes		Conditions	Mandatory or Optional
Technical knowledge and skills Credits 40			
1	Apply project management knowledge to support the initiation, planning, execution, monitoring and control, and closing of a project(s).		
2	Lead aspects of a project(s) under broad guidance.		
3	Select and use project management tools and techniques appropriate to the project management task.		
People skills Credits 5		Programmes must include: <ul style="list-style-type: none"> - written and oral communication - communication with both internal and external stakeholders to the entity. 	Mandatory
4	Collaborate and contribute to the achievement of objectives.		
5	Communicate information clearly to stakeholders.		
Affective skills Credits 7		Programmes must include: <ul style="list-style-type: none"> - for <i>professional</i>: attitudes, qualities and behaviours; - for <i>ethical</i>: widely accepted standards relating to obeying the law, being honest in dealings and showing respect for individuals, contracts, societal standards and institutions; - for <i>socially</i>: environmental, 	Mandatory
6	Demonstrate professional and ethical behaviour, in a socially and culturally appropriate manner.		
7	Manage self to contribute to the project's performance.		

		<p>community and sustainability expectations;</p> <ul style="list-style-type: none"> - for <i>culturally</i>: interpretations wider than just ethnicity. <p>Programmes must provide a context of complexity appropriate to the level of the qualification for assessment for this outcome.</p>	
Cognitive skills			
Credits 5			
8	Determine solutions for operational issues in a project(s).		
Business environment			
Credits 3			
9	Comply with internal policies, legislation and other external requirements for the entity.		

Transition information

Replacement information	This qualification replaced the National Certificate in Project Management (Level 4) [Ref: 1500].
<p>People currently working towards the expiring national qualification may choose to complete that qualification or transfer their results to the replacement New Zealand qualification.</p> <p>The last date for entry into programmes leading to this qualification is 31 December 2016.</p> <p>The last date for assessment against the replaced qualification is 31 December 2018.</p> <p>It is not intended that any existing candidates are disadvantaged by this review. However, anyone who feels disadvantaged should contact the standard setter at:</p> <p>NZQA Qualifications Services PO Box 160 Wellington 6140 Telephone 04 463 3000 Email business.qualifications@nzqa.govt.nz Website http://www.nzqa.govt.nz/</p>	