

## Prospectus



Project Management

Enrol Qualify Achieve

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Dear Student

Right now, you have your sights firmly set on exploring your career development. As you contemplate further study, you want to be certain that your hard work will enjoy the credibility and respect of employers.

Rest assured that Damelin Correspondence College is a learning institution that is employer-recognised and trusted. Damelin prides itself on offering you the very best learning programmes.

As you page through this prospectus, keep your career goals firmly in focus. This will enable you to identify the programme that will open the door to your career success.

Why study with Damelin Correspondence College?

- Damelin is the largest and most comprehensive offering in Southern Africa.
- Employers recognise and have confidence in a Damelin certificate as being academically sound and relevant to their needs.
- Damelin Correspondence College (Pty) Ltd is provisionally registered with the Department of Education until 31 December 2014. Registration no. 2008/FE07/037 - see [www.education.gov.za](http://www.education.gov.za).
- Damelin Correspondence College (Pty) Ltd has provisional accreditation with UMALUSI and is a confirmed candidate for full accreditation. UMALUSI is the Council for Quality Assurance in General and Further Education and Training in South Africa - see [www.umalusi.org.za](http://www.umalusi.org.za). The accreditation number for Damelin Correspondence College (Pty) Ltd is FET 00475PA. Employers are required to quote this number in their claims to the Skills Levy Fund, for investing in their employee's education as set out in the Skills Development Act No 31, 2003.
- Damelin Correspondence College offers you the flexibility to gain qualifications while you are working.
- Damelin focuses on providing you with programmes of study that are career-related, and academically driven.
- Damelin's expertise includes programme development, curriculum design, content, and student support methods that are right up to date.

Register now and be one step closer to the career position you desire, and the future you are aiming for.

Yours sincerely



Thivhudziwi Vele  
Damelin Correspondence College Principal



### DCC's Learning Opportunities

DCC caters for a wide variety of learner needs. This means that we offer both formal and non-formal programmes. It is important that you understand the type of programme for which you are enrolling.

### Damelin Correspondence College offers you the following learning opportunities :

**National qualifications** are credit-bearing qualifications registered on the NQF and accredited by a Quality Assurance Body, such as a SETA. A skills programme is an accredited component of a national qualification. An example of a National Qualification offered by DCC is the National Certificate in Bookkeeping, NQF Level 3, SAQA ID 58375, accredited by FASSET.

**DCC Provider Programmes** are DCC's vocational certificates and diplomas that enhance your skills and improve your career opportunities. Provider Programmes are not linked to the NQF, but they are in high demand and carry the approval of the DCC Academic Board. An example of a DCC Provider Programme is the DCC Certificate in Professional Secretary.

**Agent Programmes** are programmes for which DCC offers tuition, but where DCC does not issue the final certificate. The agent body issues the final certificate and manages the final examinations. An example of an Agent Programme offered by DCC is the Microsoft Office User Specialist (MOUS) programme.

**Continuous Professional Development (CPD) Programmes** are short courses that help you add to your current professional knowledge in a particular field, and hence boost your abilities within your career. An example of a DCC CPD programme is the DCC Short Course in Conflict Management.

**Orientation Programmes** are short courses that introduce you to a particular field or career, and that offer you the opportunity to explore an interest or skills set without having to enroll on a full programme. An example of a DCC Orientation Programme is the DCC Short Course: Introduction to Radio Broadcasting.

**Self-employment Programmes** were designed to refine your skills in a particular field of interest, to teach you how to make a living from a particular skill, interest or hobby, and to help you start your own business. An example of a DCC Self-employment programme is the DCC Diploma in Computerised Bookkeeping.

### Employer Credibility

Today's job market is highly competitive, particularly for young people who are seeking their first job. In this environment, the most valuable asset that a job-seeker can have is a relevant qualification from an acclaimed and respected institution. Students can rest assured that, with over 40 years' experience in preparing students for employment, and 30 campuses around the country, Damelin has an unrivalled reputation as an educational institution. Every employer knows and respects the calibre of Damelin graduates.

### Flexibility and Commitment to the Student

Studying by correspondence has several advantages over attending classes at a campus:

- Students can register at any time of the year
- Students can learn at home, according to a convenient schedule, without having to incur the cost and inconvenience of travelling to classes at fixed times
- Students can continue to earn an income, while studying outside of working hours at home.
- Students have access to highly qualified and experienced Damelin tutors who can provide quick feedback by giving detailed comments on assignments, and can provide telephonic tutorials on a one-to-one basis.
- Students can engage with study material that is divided up into logically sequenced, manageable units, which form part of an integrated and sound learning process of introduction, reinforcement and review, interspersed with student-centred exercises.

### Career Counselling & Development Service

Students are encouraged to make use of Damelin's free educational counselling service. Students can contact the Damelin Correspondence College Call Centre by telephone for referral to a Career Counsellor, or to make a personal appointment. Alternatively, students can e-mail queries to the College.

The Career Counsellor can assist students in choosing a career. He or she can also provide additional academic support (such as study skills, tips for writing assignments and pre-exam techniques, life skills, time-management, coping with stress, and more), or can simply provide job-searching techniques.

## Why Choose Damelin Correspondence? cont...

### Providing for Students with Disabilities or Audio Needs

Damelin seeks to provide students who have disabilities with every opportunity to participate fully in the College. When registering, students are invited to disclose any disabilities that they may have, and to indicate any individual support or special examination arrangements that they may need. Students are also welcome to contact a Damelin Student Consultant for further information. In addition, students with disabilities are invited to discuss their particular needs with the Career Counsellor, who is available to assist with personal, academic and career choices.

Students who experience difficulty in studying from printed material, for whatever reason, are encouraged to contact the Education Desk of Tape Aids for the Blind, to arrange for printed material to be transferred to audio. Phone 031 309 4800.

### Recognition of Prior Achievement

Our Internal Policy of recognition of prior achievements is applied to this programme. Therefore, should students not meet the admission requirements as described in the brochure, they should contact Damelin Correspondence College to evaluate their prior achievement, to decide if they can gain entrance to the course of their choice.

For further information and distance learning guidance visit our website at:

**[www.dcc.edu.za](http://www.dcc.edu.za)**

## The Damelin Business Career Programmes

### General Business Studies

Damelin Correspondence College has played a major role in business education and training for over 40 years. The College provides high quality training for those who need hands-on skills to advance their careers in the South African business world.

Damelin's General Business Studies division offers a range of learning programmes that have been accredited both by Damelin and by various external professional institutes. Damelin acts as an educational agent, in respect of these learning programmes, for the external bodies.

### Admission Requirements

It is important that a student's choice of learning programme is based on their current level of education and experience. It is often detrimental to study success if a student registers for a programme for which they do not have the necessary educational background. It might also prove a blow to the student's self-confidence. Therefore, we urge students to take a conservative, realistic approach, and in so doing build a solid foundation for further study.

We have outlined in this prospectus the admission requirements for each programme. However, if students have any doubts about admission requirements, they are encouraged to contact a Damelin Correspondence College Student Consultant, who will be able to answer any queries.

### Examination Information

When students register as Damelin Correspondence College students, they receive an Examination Guide for Damelin internal examinations. This guide is updated every year, and contains information regarding examination registration dates and the dates of the actual exams. Please note that it is the student's responsibility to request an updated Examination Guide at the beginning of each year.

Each of the external professional institutes with which Damelin is in partnership has a specific method of assessing students for accreditation. It is vital that students familiarise themselves with the assessment methods that apply to their learning programme. Students are also advised to consult the institution concerned for relevant information on exam and membership fees.

## Examination Information

If students are registered for a Damelin Certificate or Diploma programme, they must register for examinations with the College as soon as they have completed the relevant assignments. To register for exams, students should simply complete an examination entry form and submit it to the College, together with the prescribed examination fee, before the closing date for the next examination.

## Professional Institute Programmes

As we have already mentioned, Damelin Correspondence College offers a selection of programmes that are accredited and externally examined by professional institutes. These professional institutes are:

- the Institute of Business Studies (IBS);
- the Institute of Chartered Secretaries and Administrators (CIS); and
- the South African Institute of Management (SAIM)
- the Public Relations Institute of South Africa (PRISA)

Details of the programmes concerned can be found in this prospectus.

## Damelin Business Career Courses

Most of the Damelin business accreditations form part of structured career programmes. In order to advance through a programme, a student must complete his or her chosen subjects at consecutive levels. Alternatively, students may obtain exemption from given subjects on the basis of their prior learning or experience.

The programmes offered by Damelin's Business Group are examined programmes. The completion of each programme is rewarded with a full outcomes-based accreditation.

Do you have the ability to motivate others, manage your time efficiently, communicate effectively, and work with figures? You may be well suited to start a career in Project Management. Make the best of this great programme to give yourself a great head start in one of the fastest growing fields today.

## Programme Type

The Fundamentals of Project Management Short Course Certificate is an **Orientation Programme**.

## Admission Requirements

Grade 10 (Std 8) or an equivalent. (If you don't meet the minimum entrance requirements, but you have 3 years' relevant work experience, please contact your nearest DCC branch to apply for possible admission to the course.)

## Programme Duration

12 months

## Course Content

This course consists of the following:

- Introduction to Project Management
- Introduction to Statistics
- How to Plan, Organise and Control
- How to Meet Responsibilities
- How to Motivate
- How to Control Costs
- How to Meet Responsibilities
- Principles of Supervision
- How to Train

## Student Assessment

Students are required to hand in assignments to the College for marking.

## Certification

Upon successful completion of the programme, the student will receive a DCC Short Course Certificate in Fundamentals of Project Management.

# Computerised Project Management Learning Programme

# Introducing Project Management South Africa

## Programme Type

The Computerised Project Management Learning programme is a **Continuous Professional Development Programme**.

The first challenge of project management is ensuring that a project is delivered within the defined constraints. The second, more ambitious, challenge, is the optimised allocation and integration of the inputs needed to meet those pre-defined objectives. Accompanied with Project management software many types of Projects can be better managed and run more effectively, as well as deal with the complexity of large projects.

## Admission Requirements

Grade 12 (Std. 10) with Computer Literacy. (If the student wishes to register for the learning programme and does not meet the minimum admission requirements, but has three years' relevant work experience, they should call the nearest DCC branch to discuss the prospects for entrance to the learning programme).

## Programme Structure

- Introduction to Project Management
- Project Management
- Microsoft Project 2003

## Programme Duration

18 months

## Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination. Please refer to your exam guide for more details.

## Certification

On successful completion of this learning programme you will receive your Damelin Correspondence College Diploma in Computerised Project Management.

**Software is available from the College at a reduced rate.**



PMSA is the representative Professional Body for Project Management in South Africa. PMSA is a not-for profit professional association that is governed by a Board of Directors, managed and administered by a national Office and directed by a National Executive Committee. PMSA does not offer training in Project Management. It does, however, have a programme called the Registered Education and Training Provider (RETP) programme, through which training and education providers apply to be registered by PMSA.

This PMSA endorsement is conferred on successful applicants according to the quality of the courses on offer.

Damelin Correspondence College has been awarded Silver Registered Education and Training Provider (RETP) status. This means that based on the review of the three programmes namely Introduction to Project Management, Project Management Techniques and Project Management Short Course Certificate have been deemed compliant with a prevailing international project management methodology.

# Introduction to Project Management

This programme will provide individuals with the knowledge, understanding and skills to administer and support virtually any small project and event.

This programme is ideal for managers entering Project Management and team members in the project management office (PMO).

## Programme Type

The Introduction to Project Management is a **Continuous Professional Development Programme**.

## Admission Requirements

Grade 12 (Std 10) or equivalent. (If you don't meet the minimum requirements, but you have 3 years experience, please contact your nearest DCC branch to apply for possible admission to the course.)

## Programme Structure

This course consists of the following:

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

## Programme Duration

18 months

## Student Assessment

Students are required to complete and hand in 2 written assignments and write a formal exam per subject.

PLEASE NOTE:

Please note that there are exam sittings in June and October of each year. The student will need to submit an exam entry form, together with the prescribed examinations fee, to the College before the closing date for the next exam. Please refer to the exam guide for more details.

## Certification

Upon successful completion of the programme, the student will receive a DCC Introduction to Project Management Certificate.

# Project Management Techniques

This programme is ideal for Project Managers who need a solid platform to establish a fully integrated project management system to monitor, process and communicate large volumes of Project information.

## Programme Type

The Project Management Techniques programme is a **Continuous Professional Development Programme**.

## Admission Requirements

Introduction to Project Management or equivalent. (If you don't meet the minimum requirements, but you have 3 years experience, please contact your nearest DCC branch to apply for possible admission to the course.)

## Programme Structure

The areas covered in this programme are the same as those covered in the Intro to Project Management only on a higher level.

- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

## Programme Duration

18 months

## Student Assessment

Students are required to complete and hand in 2 written assignments and write a formal exam per subject.

PLEASE NOTE:

Please note that there are exam sittings in June and October of each year. The student will need to submit an exam entry form, together with the prescribed examinations fee, to the College before the closing date for the next exam. Please refer to the exam guide for more details.

## Certification

Upon successful completion of the programme, the student will receive a DCC Project Management Techniques Certificate.

## Programme Type

The Project Management Short Learning programme is a **Continuous Professional Development Programme**.

## Career Prospects

Project management first gained prominence in the construction industry in Southern Africa. However, as a result of rapid technological advances, as well as rationalisation policies, the techniques and principles of project management are proving useful in a wide variety of industries. In fact, project management has become a professional discipline in its own right, and is widely used as a management tool.

This learning programme is aimed at individuals who are entering the workplace, or who work in a project management environment, but have limited formal training in the field. They may be team members, or be performing specialised support roles in procurement, costing or estimation, or as project secretaries, project administrators or planners.

## Admission Requirements

A Grade 11 (Std. 9) and 3 years working experience in Project Management.

## Programme Structure

On successful completion of this learning programme, students will be able to:

- contribute and provide assistance to a project's scope and life cycle activities;
- support the effective implementation of the project plan;
- perform administrative duties related to the project, such as managing documentation, and administering meetings and workshops;
- contribute to financial issues related to budgets;
- support the members of the project team on a specific project;
- perform procurement duties related to the project;
- supervise a project team; and
- implement a range of procedures and systems related to development, technical or business projects.

## Programme Duration

12 months

## Student Assessment

It is not compulsory for students to hand in written assignments but they are required to write 1 formal exam per subject. Please note that exams are written in June and October of each year. Students should complete an examination entry form and submit it to the College, together with the prescribed examination fee before the closing date for the next examination. Please refer to the exam guide for more details.

## Certification

On successful completion of the programme, the student will receive a DCC Short Course Certificate in Project Management.

The accomplishment of any important goal in life requires two things: a plan, and a commitment to keep to that plan! What follows is a simple 10-step process that will guide you to achieving success in your chosen Damelin programme, so bringing you one step closer to the career of your choice, or the advancement that you aspire to.

## Step 1

Choose the programme that best suits you:

- Identify a career that best suits your natural interests and abilities.
- Choose a learning programme that is relevant to your chosen career, and for which you are able to meet the entrance requirements.

## Step 2

Decide how you wish to pay for your studies:

- You may pay the full fee in cash (which will save you interest charges), or on terms over an agreed period.
- You may choose to register now for the complete learning programme, even if you plan to do only some of the subjects this year, and the rest later. This will save you money in the long run.

## Step 3

Fill in your registration form. (You can phone one of our student consultants on 0860-61-61-61 to assist you in filling out the form.) Then send your completed registration form to Damelin by:

- Posting it to Damelin Correspondence College, P.O. Box 590, Cape Town, 8000, OR
- Taking it to your nearest Damelin office.

## Step 4

Once you have registered, Damelin will send you your first study pack containing the following:

- Your **Student Card**, which identifies you as a student wherever you go;
- Your **Damelin Study Notes**, which have been designed to make you feel as if you have your own personal teacher;
- Your **Study Methods Booklet**, which includes helpful study hints;
- Your **Information Guide**, a summary of important details;
- Your **Examinations Guide**, which tells you how to enter for your examinations;
- Your **Personal Study Programme**, which shows you the study units or items that you will need for each subject that you are studying; and
- Your **Assignment Covers, Student Query Forms and Envelopes**, to make it easy for you to send in your assignments and queries to the College.

## Step 5

Decide on the study times that best suit your lifestyle. Then work out your own study timetable. Try to keep to your timetable! It is very difficult to catch up when you have fallen behind.

## Step 6

Get down to the serious business of studying. The notes have been designed to take the place of a class teacher.

## Step 7

Complete regular assignments to check how you are doing.

- Continuous assessment is an essential feature of distance learning. Our study material contains numerous self assessment exercises, to help you to make sure that you are in control of your work at all times.
- At the end of each module, you will complete a progress assignment, which you must send to the College for marking and comment. We will return the progress assignment to you with a model answer.
- In order to qualify for a term mark, which gives you entrance to the examination, you must submit the required assignments before your exam date.

## Step 8

Enter for the examinations.

- Follow the instructions in your Exam Guide on how and when to enter for your examinations.
- Remember that it is your own responsibility to register in time for a particular examination sitting.

## Step 9

Write the examinations

- You will enter the examination room knowing that you have done the very best preparation that you are capable of, and you will face the exam paper with confidence.

## Step 10

Qualify for your certificate.

- Join the thousands of successful past students of Damelin Correspondence College who are making a success of their careers.



correspondence

The Career Development College

**Register Today!**

## Our branches:

### **BRAAMFONTEIN**

1st Floor, Mineralia House, 78 De Korte Street,  
Braamfontein 2001

P.O. Box 31001, Braamfontein 2017

**Tel:** +27 11 712 2556, **Fax:** +27 11 712 2517

### **PRETORIA**

Shop 6, 273 Andries Street, Pretoria 0002

P.O. Box 1332, Pretoria 0001

**Tel:** +27 12 352 9111, **Fax:** +27 12 322 6369

### **CAPE TOWN**

Shop 34, Matador Centre, 62 Strand Street, Cape Town 8001

P.O. Box 4180, Cape Town 8024

**Tel:** +27 21 417 8160, **Fax:** +27 21 417 0300

### **DURBAN**

The Educor Gallery, Educor House, 325 Smith Street,  
Durban 4001

P.O. Box 2553, Durban 4000

**Tel:** +27 31 374 9750, **Fax:** +27 31 301 0301

### **PORT ELIZABETH**

246 Cape Road, Mill Park, Port Elizabeth 6001

P.O. Box 27067, Greenacres 6057

**Tel:** +27 41 363 0877, **Fax:** +27 41 363 0896

### **NELSPRUIT**

25 Brown Street, Nelspruit 1201

**Tel:** +27 13 752 2400, **Fax:** +27 13 752 6184

### **NAMIBIA**

Shop 17, Mezzanine Floor, BPI House,

269 Independence Avenue, Windhoek

**Tel:** +264 61 308 835

Post your registration form to:  
**The Registrar, Damelin Correspondence,  
P.O. Box 590, Cape Town 8024**  
Visit our website: [www.dcc.edu.za](http://www.dcc.edu.za)  
e-mail: [info@dcc.edu.za](mailto:info@dcc.edu.za)

Make your mark with **Damelin**