

BSB41515

Certificate IV in Project Management Practice (Release 4)



COURSE DURATION

Face to face: 4 days

Amount of training: 360 hours (32 hours face-to-face +328 hours self-paced online learning) plus assessment

Delivery timeframe: 12 months

PDU's: 32

COURSE OBJECTIVE

This qualification is suitable for autonomous individuals who identify and apply project management skills and knowledge in a wide variety of contexts. Job titles for these roles may include contracts officers, project administrators, quality officers and small business operators.

Individuals in these roles might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

This course will provide students with a solid foundation across the project management discipline. The four-day training program is structured around the project management knowledge areas of A Guide to the Project Management Body of Knowledge (*PMBOK® Guide*).

UNITS OF COMPETENCY

1. BSBPMG409 - Apply project scope-management techniques
2. BSBPMG410 - Apply project time-management techniques
3. BSBPMG411 - Apply project quality-management techniques
4. BSBPMG412 - Apply project cost-management techniques
5. BSBPMG413 - Apply project human resources management approaches
6. BSBPMG414 - Apply project information management and communications techniques
7. BSBPMG415 - Apply project risk-management techniques
8. BSBPMG417 - Apply project life cycle management processes
9. BSBPMG418 - Apply project stakeholder engagement techniques

AUDIENCE

Project team member; project records officer; project administrator; project support; project analyst; communications liaison; project assistant; contracts officer; project coordinator; estimator and scheduler; project officer; quality officer; small business operator in a wide range of industries.

Learners will be engaged on a project or recently completed a project; working in project environments for a minimum of 3 months.

FOUNDATION SKILLS

Required skills:

- Reading, interpretation and analysis of complex texts
- Oral communication using clear language to convey information, and active listening and questioning to clarify understanding
- Literacy skills to read, write and review a range of documentation
- Numeracy skills to:
 - Analyse data
 - Compare time lines and promotional costs against budgets
- Planning and organising skills to develop, monitor and maintain implementation schedules
- Interaction, collaboration and cooperation with others to achieve shared goals
- Effective planning and organising skills to complete tasks, analysing skills to identify future improvement.

PATHWAYS FROM THE QUALIFICATION

After achieving this qualification and to progress into project management, students may undertake:

- BSB51415 – Diploma of Project Management

AUDIENCE DELIVERY STRATEGY

The course will be delivered over **four (4) days** in total, split between **two** sessions of **two days** each and will be facilitated by our experienced trainers.

Each session contains a student manual that includes a copy of all material presented, an assessment workbook for capturing initial notes and understanding of formal assessments criteria, resource summary reading materials, and a copy of all the training packages.

PROGRAM DURATION

Students must complete all training and assessment within 24 months of commencement of training for the Institute of Management BSB41515 - Certificate IV in Project Management Practice qualification. The course can be completed earlier depending on experience and recognition of prior learning.

RPL AND CREDIT TRANSFER

Institute of Management can formally recognise a student's existing level of skills and knowledge in two ways:

- recognition of prior learning (RPL)
- credit transfer

LEARNING OUTCOMES

After completing this qualification students will be able to:

- Describe the project life cycle and inter-relationships
- Describe the inter-relationship between project scope, time, cost, and quality
- Contribute to the essential steps of the project planning process
- Explain the importance of project monitoring and control processes
- Articulate the importance of the project closure process
- Apply the techniques of project management.

ASSESSMENT REQUIREMENTS

The objective of the assessment process is to help students consolidate and build on the formal learning delivery of the Certificate IV in Project Management Practice course, through the application of learning into their current, or future, work role.

These assessments are designed to cover a range of skills and knowledge required to demonstrate achievement of the course objectives. Our aim is to collect workplace evidence on several occasions and in a variety of contexts and situations.

REQUIREMENTS TO RECEIVE THE QUALIFICATION

This course requires the completion of **nine (9) units of competency** made up of 3 core units and 6 elective units, which contain the prescribed employability skills.

EMPLOYABILITY SKILLS

The following list is a summary of broad industry employability skills that the student will gain from completing this qualification:

- Assisting the project team to plan communications, facilitate information flow and review communications
- Assisting with obtaining information from relevant sources throughout the project life cycle
- Recommending ways to eliminate causes of unsatisfactory performance of products and processes
- Planning work and project tasks for self and others
- Tracking actual effort against the project plan
- Undertaking the work in line with an agreed management plan and within delegated authority.

PROGRAM OUTLINE

Session 1

Day 1

Overview of project management processes

BSBPMG417 - Apply project life cycle management processes

SBPMG418 - Apply project stakeholder engagement techniques

Day 2

BSBPMG409- Apply project scope-management Techniques

BSBPMG410 - Apply project time-management techniques

Session 2

Day 3

BSBPMG412 - Apply project cost-management techniques

BSBPMG411 - Apply project quality-management techniques

BSBPMG413 - Apply project human resources management approaches

Day 4

BSBPMG414 - Apply project information management and communications techniques

BSBPMG415 - Apply project risk-management techniques

Facilitated guidance and assessment support

