

Certificate IV in Project Management (BSB41507)

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PTY LTD

BSB41507 is aligned with the Project Management Body of Knowledge (PMBOK), endorsed by the Australian Institute of Project Management (AIPM), accredited with The Learning Collaborative (RTO ID: 31095) and complies with the Australian Quality Training Framework (AQTF).

This is an eight unit accredited qualification under the Australian Qualifications Framework (AQF) level 4. The Certificate IV targets project team members, subject matter experts, project coordinators and other personnel who contribute to and or support project activities under the direction of a project manager.



Qualification Reference Guide

Qualification	Certificate IV in Project Management (BSB41507)
Units of Competency	<p>BSBPMG401A Apply Scope Management Techniques All the activities required to support the identification of objectives, deliverables, constraints, assumptions and outcomes supporting the project scope.</p> <p>BSBPMG402A Apply Time Management Techniques All the activities required to support the project scheduling including estimation, reporting, monitoring and evaluation.</p> <p>BSBPMG403A Apply Cost Management Techniques All the activities required to support the production of the project budget and cash flows along with all monitoring and finalisation processes.</p> <p>BSBPMG404A Apply Quality Management Techniques All the activities required to support the quality planning, assurance and control activities throughout the project to enhance continuous improvement opportunities.</p> <p>BSBPMG405A Apply Human Resources Management Approaches All the activities required to support identifying the resource requirements, their learning and development needs along with facilitating and monitoring performance and delivery.</p> <p>BSBPMG406A Apply Communications Management Techniques All the activities required to support the development, delivery, reporting and assessment of all the communication protocols throughout the project.</p> <p>BSBPMG407A Apply Risk Management Techniques All the activities required to support the identification, assessment and response strategies required to plan, control and review risk.</p> <p>BSBPMG408A Apply Contract and Procurement Techniques All the activities required to support the procurement planning, supplier selection and contract administration activities throughout the project.</p>



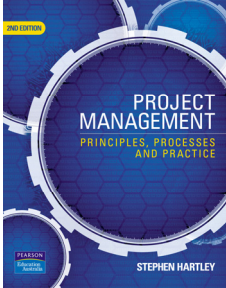
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Entry Requirements	While there are no formal pre-requisites for this qualification, experience in working within projects would be advantageous. Access to a current project (documentation, processes, practice...) would also be encouraged.
Delivery Format	<p>The qualification is delivered over five (non consecutive) days using a successful blended and tailored format including RPL, face-to-face, self directed learning, group activities, private research, workplace documentation and process reviews, manager and facilitator mentoring sessions, presentations and feedback.</p> <p>The flexible delivery enables all candidates to work directly with their facilitator, project manager, manager and or supervisor to understand their role in contributing to, and supporting, the project from conception through to completion. With an emphasis on both small group facilitation and private investigation, the Certificate IV will assist staff to:</p> <ul style="list-style-type: none"> ▪ understand the technical nature of project management, and ▪ examine their existing project role, expectations and performance <p>The program covers all the underpinning knowledge and skills required to contribute to the project planning and delivery, to work with diverse stakeholders, to schedule and report performance and to negotiate competing operational and project priorities. It also aligns with the Project Management Body Of Knowledge (PMBOK).</p> <p>The blended format for this qualification is different to traditional content based training where all the information is provided by the facilitator. This format requires candidates to be willing to not only attend all scheduled workshops, but to also liaise with the facilitator, conduct private research, engage directly with peers and or managers, and to investigate existing project management principles, processes and practice in the workplace.</p>
Indicative Workload	The time required to complete this qualification (workshops, research, study and or assessment) will vary candidate by candidate with suitability, work load, personal priorities, prior/current project management knowledge and skills, workplace experience and or recent study experience and or preferences impacting on how much time the qualification requires to be completed successfully. A nominal time period to complete all units of competency is between 100 – 150 hours.
Enrolment Fees	<p>The qualification fee of \$3300 (GST free) must be paid in full no later than ten working days prior to the program commencing (unless otherwise negotiated).</p> <p>Fees will be refunded in full if written notification of cancellation is received not less than five days prior to the program commencing. If less than five days notice is received, the paid fees will be either held as a credit for a further program or shall be refunded less 25%. As enrolment expires 12 months after being accepted into the program, all study and assessment must be completed within this timeframe. In circumstances where enrolment has expired, Creative Corporate Solutions may elect to:</p> <ul style="list-style-type: none"> ▪ Re-negotiate an extension due to compassionate grounds ▪ Charge an additional fee to extend the enrolment ▪ Pro-rata any additional fee, or ▪ Refuse your re-enrolment application



<p>Qualification Materials</p>	<p>All candidates will receive a complete qualification package including all workshop and assessment materials, including:</p> <ul style="list-style-type: none"> ▪ The eight units of competency ▪ A complete set of presentation PowerPoint slides ▪ An electronic copy of PMBOK ▪ A copy of 'Project Management: Principles, Processes and Practice' ▪ All assessment requirements ▪ A range of web based resources ▪ All case studies and activity handouts 
<p>Content Outline</p>	<p>Day 1</p> <ul style="list-style-type: none"> ▪ Qualification orientation ▪ Preview content, delivery format and mentoring assistance ▪ Outline assessment requirements ▪ Deconstructing units of competency ▪ Separating projects from operational activities ▪ Defining project management (language, process and standards) ▪ Navigating project management frameworks, lifecycles and methodologies ▪ Profiling stakeholder roles, authority, visibility, accountability and outputs <p>Day 2</p> <ul style="list-style-type: none"> ▪ Exploring and documenting the options, alternatives, scope and charter ▪ Profiling risk context, macro sources and treatment strategies ▪ Identifying quality requirements ▪ Investigating procurement options ▪ Decomposing and owning the work breakdown structure (WBS) ▪ Estimating to communicate both consequences and confidence ▪ Developing and revising the project plan (Gantt Chart) ▪ Reviewing the impact of the critical path ▪ Finalising the project plan <p>Day 3</p> <ul style="list-style-type: none"> ▪ Identification, assignment and levelling of resources ▪ Assessing cash flow and budget implications ▪ Creating and tracking project baseline schedules ▪ Reporting resource/contractor work ▪ Investigating, controlling and communicating authorised changes (scope, budget, time) ▪ Reporting (and responding to) accurate and timely project performance <p>Day 4</p> <ul style="list-style-type: none"> ▪ Ensuring project compliance, completion and close-out ▪ Documenting and communicating lessons learned ▪ Development of final completion reports <p>Day 5</p> <ul style="list-style-type: none"> ▪ Revisiting assessment guidelines, workplace evidence and question bank ▪ One-on-one mentoring ▪ Program close <p>(Note – this content and format outline may be subject to change)</p>

<p>Assessment Requirements</p>	<p>Three assessments must be completed and submitted prior to the expiration of the twelve month enrolment period. Partial submissions will not be accepted. The assessment includes:</p> <ul style="list-style-type: none"> ▪ Answering eight short answer questions (300 – 500 words) ▪ Documenting a workplace evidence portfolio mapped against all eight competencies ▪ Developing a role matrix mapped against the project management lifecycle <p>A signed management testimonial on candidate’s project performance is also required.</p> <p>Assessment submission extensions (four weeks) will be considered on an individual basis with all requests in writing prior to the agreed submission deadline. Administrative charges (\$275 GST inc) may apply for additional extension requests.</p> <p>Candidates may be eligible for Recognition of Prior Learning (RPL) if they demonstrate competence in some or all nine units of competency gained through direct work experience, relevant life experience, formal and or informal training and other forms of learning.</p>
<p>Statement of Attainment</p>	<p>A Statement of Attainment is issued for each unit of competence successfully completed. A Certificate IV is issued when all eight units of competence are successfully completed.</p>
<p>Additional Information</p>	<p>Web - www.creativecorporatesolutions.com.au Email - hartleyccs@bigpond.com Phone - 0412 47 3322</p>

