BSB41515
Certificate IV in Project Management Practice

2018 Course Information Statewide
General Information

Organisations are turning to project management approaches to solve unique problems, effectively manage scarce resources and implement improved efficiencies. Project management is the application of knowledge, skills, tools, and techniques to project activities in order to meet stakeholder needs and expectations. The Certificate IV in Project Management Practice 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.

Course requirements
It is preferred that students have one of the following:

a) a completed qualification such as Certificate III in Business;
b) units in a relevant qualification; or
c) vocational experience in project-based work.

Participants will need to be employed or have access to an organisation to conduct an on-the-job project.

Course results and skills gained
This qualification will give you the skills to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources.

In your role as a Project Coordinator, Project Management Officer, Project Team Member or Project Administrator, you may provide leadership and guidance to others. After completing the course you may progress to a Diploma qualification.

Course includes
This qualification consists of nine (9) units – three (3) core units plus six (6) elective units of which at least three must be taken from Group A. The 3 remaining units may be from group A, group B or any endorsed Training Package or Certificate IV level or higher.

<table>
<thead>
<tr>
<th>Core Units (Compulsory)</th>
<th>Unit Code</th>
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<tbody>
<tr>
<td>■ Apply project scope-management techniques</td>
<td>BSBPMG409</td>
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<tr>
<td>■ Apply project quality-management techniques</td>
<td>BSBPMG411</td>
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<tr>
<td>Elective Units – Group A (Choose at least three)</td>
<td>Unit Code</td>
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<tr>
<td>■ Apply project cost-management techniques</td>
<td>BSBPMG412</td>
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<tr>
<td>■ Apply project human resources management approaches</td>
<td>BSBPMG413</td>
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<th>Elective Units – Group B</th>
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<tr>
<td>■ Organise Meetings</td>
<td>BSBADM405</td>
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<tr>
<td>■ Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
<td>BSBWHS401</td>
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Outcome
BSB41515 Certificate IV in Project Management Practice

Recognition
You can receive recognition for your previous study, work experience and existing skills. This may mean credit is given towards this qualification. Any identified training gaps can be addressed through individual coaching and/or participation in workshops.

When
You can enrol and start at any time. We will work with you to determine a training and assessment plan that best suits your needs.

Location
Workshops are held at the Clarence and Alanvale (Launceston) campuses.

Pathways from the Qualification
BSB40215 Certificate IV in Business,
Your can also continue on to an Advanced Diploma qualification.

Duration
This qualification can be completed in 12 months.

Competency based training
Certificate IV in Project Management is offered under the Business Services Training Package and is competency based – that is; the ability to perform something to an agreed standard. Learning and assessment involves completion of activities, assignments and knowledge activities. To further enhance your skill level you should consider accessing voluntary work placement opportunities if you aren’t currently employed - talk with your teacher for more ideas on this.

Enrolment
- The enrolment process with TasTAFE requires the completion of several forms. This includes:
  - Student Details Form
  - Course Selection Form (not available until 2018)
  - You are also required to provide proof of identity and evidence of concession – if applicable.
- The enrolment will also include participating in a suitability process. This requirement is designed to ensure you are provided with the most appropriate study and learning pathway to achieve your qualification goals.
- To enrol with TasTAFE, you must have a USI (the Australian Government requires all students to hold a unique student identifier (USI) - visit www.usi.gov.au to create your USI.
- Once enrolled, you will be provided with a Username, Password and relevant information allowing you to access course work. This process can take up to 48 hours. Your 2018 enrolment will be processed on or after the 16 January 2018.
Enrolment Costs and Concessions applying in 2018

- Fee Rate – The enrolment fee rate must satisfy certain conditions:
  - An Australian or New Zealand citizen; or
  - A permanent resident of Australia; or
  - Hold a state sponsored visa on a pathway to permanent residence; and
  - Must reside or work in Tasmania; and
  - Be of working age (16-65)

- Concession – Students may be eligible for a concession if:
  - They are receiving a Centrelink allowance such as Newstart, Youth Allowance, Disability Support Pension, a Pension, Austudy or Abstudy
  - They are listed on a current Centrelink Card as a dependant

A concession requires the student, or parent with a dependant student, to present one of the following:

- Pensioner Concession Card; (Includes PPS, CAR notation);
- Veterans Affairs Concession Card;
- Evidence verifying receipt of either Austudy/Abstudy or Youth Allowance
- Health Care Card.

Learning materials such as text books, protective clothing etc. may not be covered by concessions.

Important information in relation to fees:

- Concession does not apply to or include Learning Resource Fees.
- Upfront payment can be made by EFTPOS, credit card, cash or cheque.
- Alternative payment options by Instalment Plans can also be accessed.
- Sponsorship may be applicable for fee payment through agreement with a relevant sponsor, such as a Job Network Agency or employer.
- If you withdraw from the course prior to completing a unit or undertaking 20% or more of the course (the advised Census date), you may be eligible for a refund of the fees.
- Further information on fee payment eligibility and options can be discussed with your enrolling teacher.

N.B. You can discuss fees and payments, including our refund policy, prior to enrolment or further information is available at: [http://www.tastafe.tas.edu.au/future/fees-and-payments/](http://www.tastafe.tas.edu.au/future/fees-and-payments/)

Qualification Enrolment Fee and the Learning Resource Fee:

The enrolment fee (GST free) for the Certificate IV in Project Management is shown below:

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<tr>
<th>Entitled</th>
<th>Non-entitled</th>
<th>Annual Concession – Entitled</th>
<th>Annual Concession – Non-entitled</th>
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<tbody>
<tr>
<td>N/A</td>
<td>$836</td>
<td>N/A</td>
<td>$278</td>
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Plus Other Fee: Learning resources: approximately $171.00 (GST included)
**Learning Options**

All units are required to be completed in the calendar year they are started. You are strongly encouraged to attend the programmed 1 day workshops. If you are unable to attend these you also have flexible delivery options using workbooks or going online. You may also choose to access the following support resource for this qualification: Workplace options are also available.

**Catapult eLearning:** provides an online learning and assessment model for students who prefer to learn this way. When you enrol and pay for the online access you will be emailed your access username and password.

OR

**A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5e**

Approximate Cost: Book $99.95 or eBook $47.27

**AND**

**Project Management, Integrating Strategy, Operations and Change, 3e**

Stephen Hartley ISBN: 978-0-7346-0815-4  
Approximate Cost: Book $69.95

This is an invaluable resource which will be referred to during your program. This book is used across multiple qualifications at Cert IV and Diploma level

**Online learning**

Online learning involves you allocating time to study, rather than turning up to a physical class. Establishing a study pattern is important in successfully completing online study. Set yourself a study time and treat this like a class. A positive attitude to making that time happen will give you the greatest success.

Online study also requires access to:-

- a computer with Microsoft Office installed (Microsoft Office is available to download for TasTAFE currently enrolled students – the instructions are provided below)
- a personal email address and
- a reliable internet connection

You may wish to use a TasTAFE regional campus for study purposes if this suits your situation. Daytime flexible learning environments with individual access to computers are available within the TasTAFE regional Libraries (computer bookings are required). Teacher supported sessions at the Devonport or Launceston campus may be available – please negotiate with your teacher in relation to this.

**Downloading Office 365 at home**

- Go to: office365.education.tas.edu.au
- Log in with your TasTAFE student information - this is in the following format:
  - firstname.lastname.00@education.tas.edu.au
- Select ‘Install now’ and follow the prompts
- If you require further assistance, please visit one of our regional Libraries with your device and our library staff may be able to provide advice.
Assessment Process

What training and assessment strategies do the programs provide?

- Comprehensive learner guides and text books to complement each unit
- Facilitated learning experiences covering all aspects of the qualification
- Supportive, structured and collaborative workshop and classroom environments
- All assessment and additional learning materials will be provided
- Networking opportunities with others in industry.

Recognise Prior Learning (generic statement below)

At TasTAFE we believe that the things you already know how to do should be formally recognised. At enrolment, all students are entitled to have your current knowledge and skills assessed in order to determine the amount of training that you need.

Regardless of how, when or where the learning occurred, you may be eligible to apply for recognition of your skills and experience. When you apply to attend TasTAFE you can ask for recognition of:

- schooling
- formal/informal learning
- life experience
- employment/work experience.

You may also be able to apply for credit transfer for units/modules that you have completed previously at another training organisation.

Go to http://www.tastafe.tas.edu.au/future/recognition for more information. It is also possible to apply for credit for TasTAFE subjects if you decide to study at university.'

Qualification Requirements

This qualification consists of nine units – There are 3 core units, 6 elective units.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

A copy of each competency standard against which you will be assessed will be provided. Further information on each unit can be accessed at http://training.gov.au.
Unit Descriptors

BSBPMG409 Apply project scope management techniques
This unit describes the skills and knowledge required to contribute to the control of a project’s scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

Elements
- Contribute to defining project scope
- Apply project scope controls
- Contribute to review of scope controls

BSBPMG410 Apply project time management techniques
This unit describes the skills and knowledge required to assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

Elements
- Assist in developing project schedule
- Maintain project schedule
- Participate in assessing time-management outcomes

BSBPMG411 Apply project quality management techniques
This unit describes the skills and knowledge required to enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.

Elements
- Contribute to project quality planning
- Apply quality policies and procedures
- Contribute to project continuous improvement process

BSBPMG412 Apply project cost management techniques
This unit describes the skills and knowledge required to assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.

Elements
- Assist in developing project budget
- Monitor project costs
- Contribute to cost-finalisation process
**BSBPMG413 Apply project human resources management approaches**
This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team.

**Elements**
- Assist in determining human resource requirements
- Contribute to establishing and maintaining productive team relationships
- Assist with human resource monitoring
- Contribute to evaluating human resource practices

**BSBPMG414 Apply project information management and communications techniques**
This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications.

**Elements**
- Contribute to communications planning
- Conduct information-management activities
- Communicate project information
- Contribute to assessing effectiveness of communication

**BSBPMG415 Apply project risk-management techniques**
This unit describes the skills and knowledge required to assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.

**Elements**
- Assist with risk analysis and planning
- Perform risk-control activities
- Contribute to assessing risk management outcomes

**BSBPMG416 Apply project procurement procedures**
This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

**Elements**
- Assist with procurement planning
- Contribute to supplier selection process
- Conduct procurement activities
- Assist in finalising procurement activities
**BSBPMG417 Apply project life cycle management processes**
This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.

**Elements**
- Assist in establishing project
- Support project planning and design processes
- Assist with project control and execution
- Assist with project finalisation

**BSBPMG418 Apply project stakeholder engagement techniques**
This unit describes the skills and knowledge required to assist in managing stakeholder relationships during a project. It involves ensuring timely and appropriate involvement of key individuals, organisations and groups throughout the project.

**Elements**
- Assist in identifying and addressing stakeholder interests
- Actively participate in stakeholder engagement
- Assist stakeholder communications

**BSBADM405 Organise meetings**
This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.

**Elements**
- Make meeting arrangements
- Prepare and distribute documentation for meetings
- Record and produce minutes of meeting

**BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements**
This unit describes the skills and knowledge required to implement and monitor an organisation’s work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

**Elements**
- Provide information to the work team about WHS policies and procedures
- Implement and monitor participation arrangements for managing WHS
- Implement and monitor organisational procedures for providing WHS training
- Implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks
- Implement and monitor organisational procedures for maintaining WHS records for the team
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