

## Training suitability

This qualification is suited to project team members whose task is to coordinate one or more elements of a project and provide direct support to the project manager. This course provides essential skills to contribute to the successful planning of projects and coordinate their many elements in line with the wider needs and objectives of the group within which they run. It is suitable for project team members involved in developing and achieving project objectives including those who help prepare reports or generate special reports for the project manager and those with responsibility for monitoring and controlling individual parts of a larger project.

## Study period and workload

The estimated time to complete the course is 7-8 hours per week over a 12-15 month study period comprising on-the-job learning, workplace practice, self-directed study and assessment preparation. This estimate is based on AQF guidelines and will vary according to student experience and current practice.

## Skill outcomes

On successful completion of this course, students will have the skills to:

- interpret project plans to meet delivery requirements of project
- coordinate the activities laid out in a project management plan and support project managers at all levels
- use mechanisms linked with the project plan for the day-to-day control and monitoring of projects to meet objectives
- provide quality deliverables and meet reporting requirements

## Delivery

- Individual students
- Customised in-house training for groups, corporations and organisations
- Traineeships/Government funding or incentives may be available in your state

## Duration

12-15 months

## Entry Requirements

Students should be currently working in a project environment – or be able to access a work-based project environment in a project support, coordinator, contributor, team member role.

## Assessment

A combination of knowledge questions, work-related tasks and evidence portfolio, or RPL

## Learning Pathways

Available to higher awards

Please refer to our website for further information  
[unep.edu.au](http://unep.edu.au)

## Competencies

Students must complete 9 units of competency:

### BSBPMG409

Apply project scope management techniques (Core)

### BSBPMG410

Apply project time management techniques (Core)

### BSBPMG411

Apply project quality management techniques (Core)

### BSBPMG412

Apply project cost management techniques

### BSBPMG413

Apply project human resources management approaches

### BSBPMG414

Apply project information management and communications techniques

### BSBPMG415

Apply project risk management techniques

### BSBPMG416

Apply project procurement procedures

### BSBPMG417

Apply project life cycle management processes

## Competency descriptions

### BSBPMG409

#### Apply project scope management techniques (Core)

Provides 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.

### BSBPMG410

#### Apply project time management techniques (Core)

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.

### BSBPMG411

#### Apply project quality management techniques (Core)

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.

### BSBPMG412

#### Apply project cost management techniques

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

### BSBPMG413

#### Apply project human resources management approaches

Enhancing 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.

### BSBPMG414

#### Apply project information management and communications techniques

Students will gain the knowledge 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.

### BSBPMG415

#### Apply project risk management techniques

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.

### BSBPMG416

#### Apply project procurement procedures

This unit equips students with the 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.

### BSBPMG417

#### Apply project life cycle management processes

This unit describes the skills and knowledge required to assist in implementing project life cycle management processes. It applies to individuals who are project practitioners working in a project support role.

## Pathways/Industry Recognition

The attainment of the Certificate IV in Project Management Practice will allow for:

- Articulation into the Diploma of Project Management
- Application to Australian Institute of Project Management (AIPM) to be recognised as a Certified Practising Project Practitioner - CPPP.
- Application to Project Management Institute (PMI) for Category A Professional Development Units.
- Other tertiary institutions have also recognised and awarded credit for the Certificate IV, once admission requirements have been met\*.

\*Pathways are subject to acceptance/ approval, and fees apply.

## Module descriptions

### Managing projects

This module looks at the definitions and language of project management, and addresses project types and responses; the process groups; lifecycle and methodologies; knowledge areas/functions of project management; and the stages of project management maturity.

### Project scope management

This module addresses the initiation of projects and the clarification of requirements; the relationship of project inputs, outputs, outcomes and benefits; the scope statement; management of scope; and scope change.

### Project time and cost management

This module extends the clarification of project scope into development of a Work Breakdown Structure; determination of effort and duration; estimating techniques; development of network diagrams, schedules and critical path; development of budgets; and the management of time and cost with utilisation of earned value and other techniques.

### Project quality management

This module addresses the essence of quality management (achieving customer satisfaction); the emphasis and terminology in ISO9001:2015; quality assurance, quality control, and the use of quality management plans; and the importance of the 3Ps in project quality management.

### People and leadership

This module addresses project organisation structures; project human resources planning; roles and responsibilities; performance management; management of teams; leadership and conflict.

### Project risk management

This module addresses the relationship between uncertainty and risk; enterprise risk management consistent with the requirements of AS/NZS ISO31000:2009; application of the 7 step process; risk treatment plans; opportunity; and quantitative risk analysis techniques.

### Project communication and stakeholders

This module addresses the types of information required for the planning and delivery of projects, and how this information moves around the project; document control; meeting and reporting techniques; negotiation; and stakeholder engagement and management.

### Project procurement and contracts

This module addresses procurement requirements, planning and the procurement process; procurement methods (from cost plus to relationship contracts); aspects of contract law including the requirements of contract; and contract management.

### Project governance and integration management

This module addresses project governance and the relationship with organisational governance; challenges in project governance; integration of all functions of project management into development of project management plans, daily decision making, change and issues management, and performance of management; and the finalisation of projects.

