BSB40920 Certificate IV in Project Management

Program Overview

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UNE Partnerships Pty Ltd.

The Education & Training Company of the University of New England

PO Box U199, University of New England NSW 2351

Telephone: (02) 6773 0000

ABN 74 003 099 125

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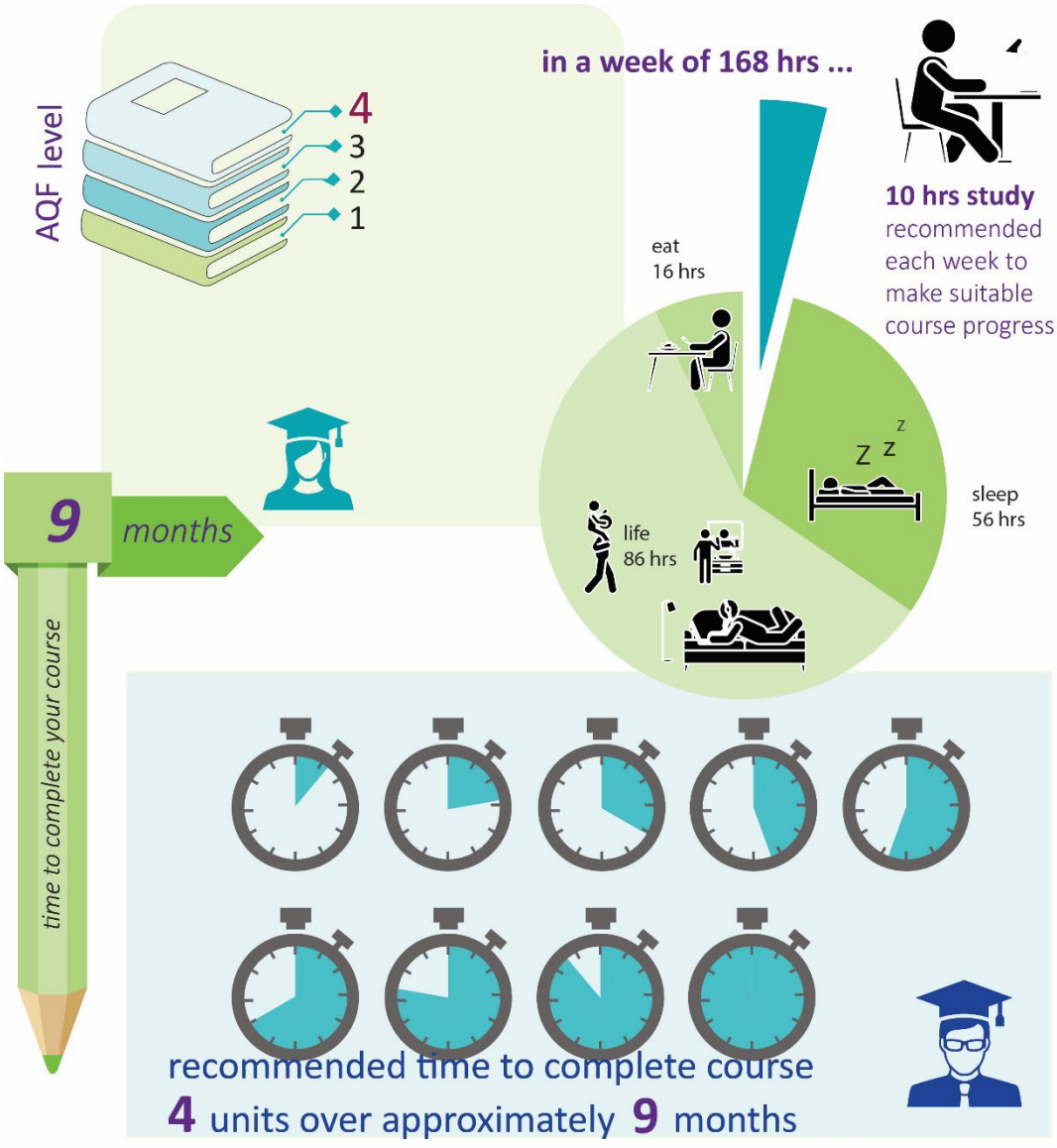

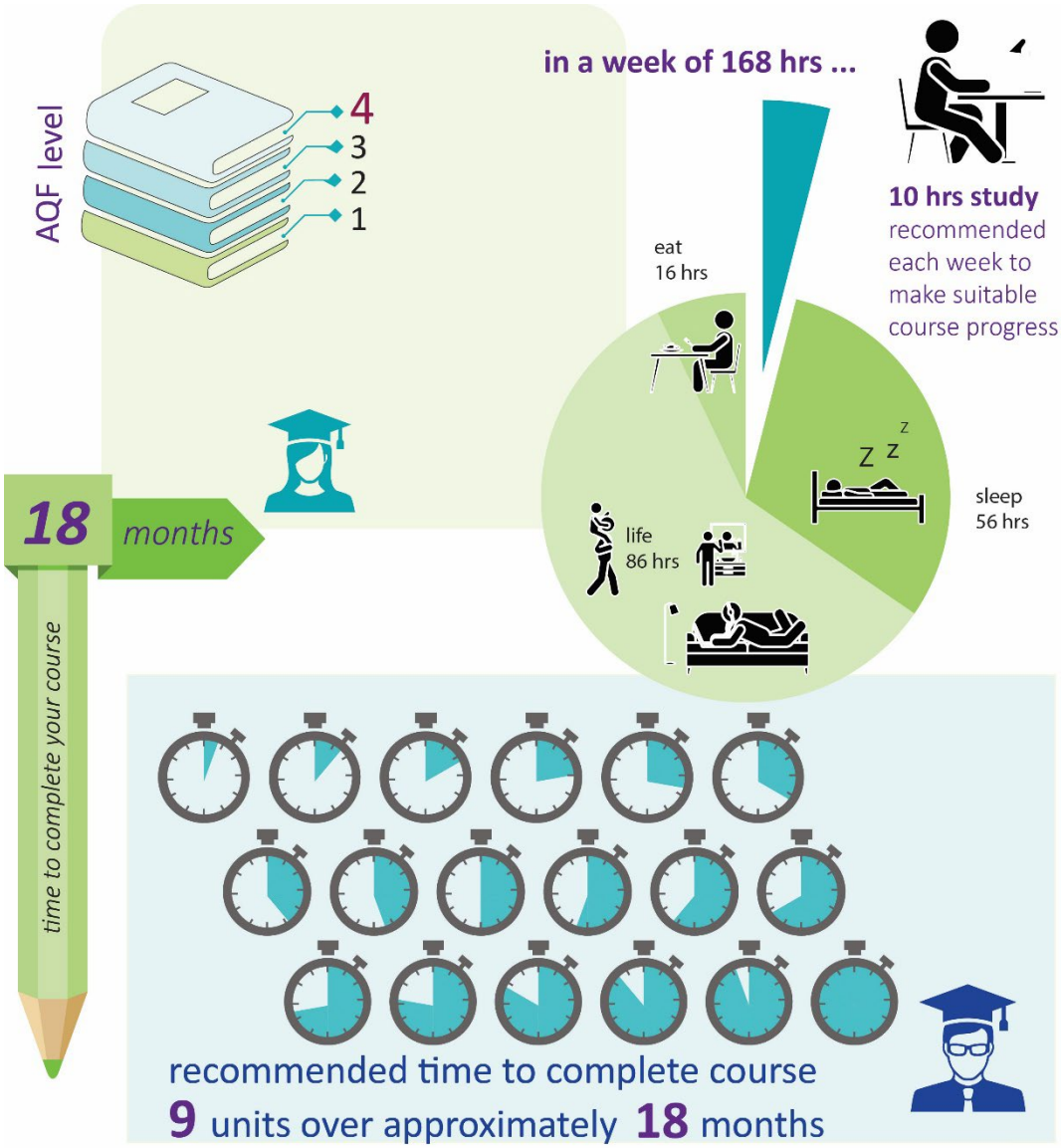
AQF level
4
3
2
1
in a week of 168 hrs ...
10 hrs study
recommended
each week to
make suitable
course progress
eat
16 hrs
sleep
56 hrs
life
86 hrs
18
months
time to complete your course
recommended time to complete course
9 units over approximately 18 months

Overview

Welcome

Welcome to the *BSB40920 Certificate IV in Project Management*. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

This program is founded on national and international best practice in project management, as endorsed by the Australian Institute of Project Management.

The design of this program allows you to study the most up-to-date theories and practices in the field of project management and, more importantly, at the level of Project Coordinator where responsibility for many of the project outcomes and team membership is found. This has application to a number of roles including team leader, project administrator, project officer, scheduler, estimator or team member.

The industry in which you work nor the size or complexity of the projects in which you expect to be involved do not matter as the skills and knowledge gained through successful completion of this course are applicable wherever you are or however you intend to apply them.

Whatever your needs, at the end of this program you will find your day-to-day activities will be simpler and less time-consuming through a better understanding of the application of the principles and processes associated with effective project management.

Throughout this program our role is to act as your guide. No-one knows better than you how you intend applying any new skills or knowledge within your work environment. Our aim is to highlight the competencies demonstrated by the best project managers and to assist your application of these skills in ways important to your needs.

You may already be applying many of these competencies. In this case, our aim extends to helping you gain professional recognition for your current knowledge and skills against benchmarks here and overseas.

Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000

Email: project@unep.edu.au

Mail: UNE Partnerships Pty Ltd

PO Box U199

University of New England NSW 2351

Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor.

Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education

Telephone: 02 6773 0000

Email: meg.michell@unep.edu.au

BSB40920 Certificate IV in Project Management

Aim of the program

Most managers today practise project management in one form or another. Project teams are replacing middle managers as organisations 'downsize' or flatten their organisational hierarchy and more and more work is being measured by outcomes that meet quality, time or cost guidelines.

This course reflects the role of individuals who identify and apply project management skills and knowledge across a wide context. They may be members of a project team but with no direct responsibility for the overall project outcomes. They support project operations in one or more roles and under direction and may selectively use project tools and methodologies to support organisational or business activities. They take responsibility for their own outputs in terms of organisational and project quality requirements and may have limited responsibility for the output of others. At the successful completion of this course you will have:

- a working knowledge of project management, including an understanding of project planning and control procedures, resource management and risk analysis as they apply to projects
- an understanding of the methods, techniques and tools available to help you effectively manage the elements of the projects in which you are, or will be, involved.

Learning outcomes

This program commences with a skill set that includes four of the nine units of competency from the *BSB40920 Certificate IV in Project Management Practice*. To complete the qualification, a further five units of competency must be completed.

On completion of the skill set *Time, Cost, Risk and Communications* you should be able to:

- Assist in the development of a project schedule, maintain the schedule and participate in review and evaluation of time management within the project.
- Assist in the development of a project budget, monitor project costs and contribute to cost finalisation processes.
- Assist with risk analysis and planning, perform risk control activities (implement, monitor, review/report) and contribute to risk management outcomes.
- Contribute to the development and implementation of the project communications plan and networks. Maintain and communicate project information, contribute to and report on the ongoing assessment and review of communication activities.

On completion of the full qualification program you should also be able to contribute to:

- Developing effective project management plans to meet the delivery requirements and expectations of project customers and stakeholders.
- Using governance, risk and communications mechanisms linked with plans for the day-to-day monitoring and effective control of projects to meet objectives, and the ultimate realisation of benefits.
- Providing quality deliverables, with the ability to meet reporting requirements on demand, and ultimately provide customer satisfaction.

- Selecting appropriate tools and techniques to support monitoring and control mechanisms, and continuous improvement.
- Assigning, developing and leading project teams to achieve optimal performance and outstanding, sustainable results.

Structure of the program

There are nine (9) units of competency in this qualification and all must be successfully completed in order to achieve the *BSB40920 Certificate IV in Project Management*.

The Sandvik Skill Set is made up of four (4) units of competency. All units are listed in the table below.

On successful completion of the Sandvik Skill Set you will be issued with a Statement of Attainment for those units completed.

The skill set program employs a mixed delivery mode, incorporating:

- facilitator-led webinars
- on line course resources
- assessment.

An outline of the structure for delivery and assessment of the whole program is provided below, with details for the Sandvik Skill Set followed by details for the remaining units of competency. Units of competency are achieved as assessment tasks are successfully completed. Details of the units of competency in which you are enrolled are also available online, at Training.gov.au or by clicking the table links provided.

Before you begin, read the **Introductory Reading – Managing Projects**

(located under Accessibility and Print section of Scope course)

Table 1: Overview or course structure

Webinar / topic	Course name	Tasks/Submissions	Unit if competency
Managing projects	Introductory module (reading) - not specifically linked assessment tasks		
Project Time	Apply project time management techniques	Task 1: Short answer questions	BSBPMG421- Apply project time management techniques
		Task 2: Project 1 - Call centre & ordering integration project	
		Task 3: Project 2 - Cloud Echo data management service project	
Project Costs/Budget	Apply project cost management techniques	Task 1: Short Answer questions	BSBPMG423- Apply project cost management techniques
		Task 2: Project 1 - Call centre & ordering integration project	

Webinar / topic	Course name	Tasks/Submissions	Unit if competency
		Task 3: Project 2 - Cloud Echo data management service project	
Project Communications	Apply project information management and communications techniques	Task 1: Short answer questions	BSBPMG425- Apply project information management and communications techniques
		Task 2: Project 1 - Call centre & ordering integration project	
		Task 3: Project 2 - Cloud Echo data management service project	
Project Risk	Apply project risk management techniques	Task 1: Short Answer questions	BSBPMG426- Apply project risk management techniques
		Task 2 (Project 1): Draft project risk management plan	
		Task 3 (Project 1): Contribute to risk review and risk control	
		Task 4 (Project 1): Contribute to project risk management record keeping and continuous improvement	
		Task 5 (Project 2): Draft risk management plan	
		Task 6 (Project 2): Contribute to risk review and risk control	
		Task 7 (Project 2): Contribute to project risk management record keeping and continuous improvement	

Remaining five (5) units of competency		
Course name	Tasks/Submissions	Unit if competency
Apply project scope management techniques	Task 1: Short Answer questions	BSBPMG420- Apply project scope management techniques
	Task 2: Project 1 - Call centre & ordering integration project	
	Task 3: Project 2 - Cloud Echo data management service project	
Apply project quality management techniques	Task 1: Short answer questions	BSBPMG422- Apply project quality management techniques
	Project 1 Task 1: Draft Quality Management Plan	
	Project 1 Task 2: Contribute to project quality planning	

Remaining five (5) units of competency		
Course name	Tasks/Submissions	Unit if competency
	Project 1 Task 3: Contribute to project quality record keeping and continuous improvement	
	Project 2 Task 1: Draft Quality Management Plan	
	Project 2 Task 2: Contribute to project quality planning	
	Project 2 Task 3: Contribute to project quality record keeping and continuous improvement	
Apply project human resources management approaches	Task 1: Short Answer questions	BSBPMG424- Apply project human resources management approaches
	Task 2 Project 1: Establish human resources requirements	
	Task 3 Project 1: Discuss human resource needs and assign responsibilities	
	Task 4 Project 1: Identify and resolve issues and perform skills review	
	Task 5 Project 1: Monitor and evaluate human resources and practices	
	Task 6 Project 2: Establish human resources requirements	
	Task 7 Project 2: Discuss human resource needs and assign responsibilities	
	Task 8 Project 2: Identify and resolve issues and perform skills review	
	Task 9 Project 2: Monitor and evaluate human resources and practices	
Apply project procurement procedures	Task 1: Knowledge questions	BSBPMG427- Apply project procurement procedures
	Task 2 Project 1: Assist with procurement planning	
	Task 3 Project 1: Contribute to supplier selection process	
	Task 4 Project 1: Conduct procurement activities	
	Task 5 Project 1: Assist in finalising procurement activities	
	Task 6 Project 2: Assist with procurement planning	
	Task 7 Project 2: Contribute to supplier selection process	

Remaining five (5) units of competency		
Course name	Tasks/Submissions	Unit if competency
	Task 8 Project 2: Conduct procurement activities	
	Task 9 Project 2: Assist in finalising procurement activities	
Apply project life cycle management processes	Task 1: Short Answer questions	BSBPMG428- Apply project life cycle management processes
	Task 2 Project 1: Assist in establishing the project	
	Task 3 Project 1: Support project planning and design processes	
	Task 4 Project 1: Assist with project control and execution	
	Task 5 Project 1: Assist with project finalisation	
	Task 6 Project 2: Assist in establishing the project	
	Task 7 Project 2: Support project planning and design processes	
	Task 8 Project 2: Assist with project control and execution	
	Task 9 Project 2: Assist with project finalisation	

Full details for the assessment tasks and information on how to submit your work for grading is provided online in the Assessment section of each Course. Suggestions for managing your study and assessment tasks are also available in the additional support document 'Studying with UNE Partnerships'. It is recommended you access and read that resource in addition to this Program Overview. Should you be unsure of what is required of you, contact your student support team.

Accreditation and recognition

The *BSB40920 Certificate IV in Project Management* in which you are enrolled is a nationally recognised and accredited program. It is listed on the national register of programs and is placed at level 4 on the Australian Qualifications Framework (AQF).

The competencies gained through successfully completing this program are cross-industry and nationally recognised. You may exit from this qualification at any time with a Statement of Attainment for any units of competency successfully completed to that point.

The Australian Institute of Project Management (AIPM) has endorsed and recognised this course as meeting its guidelines for professionalism in training and education. The AIPM recognises successful achievement of UNE Partnerships' *BSB40920 Certificate IV in Project Management* as meeting the candidate assessment requirements for a Certified Practising Project Practitioner (CPPP). CPPP certification provides professional peer group recognition of people competent and skilled in international best practice project management.

Study workload

The nominal duration of your enrolment in the *BSB40920 Certificate IV in Project Management Practice* is 15-18 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have as well as your current practices. Students with a moderate level of relevant learning and experience should be able to complete the program requirements in about 10 hours a week of self-directed workplace and individual study over the study period, as outlined in your study plan. Inexperienced students will likely require more time.

Students who have attended webinars are better equipped to understand the topic concepts and how these are examined in the assignments and should be able to complete in much shorter timeframes. Please refer to your Study Plan.

Study period

You will have:

- up to nine (9) months from enrolment to complete the Sandvik Skill Set
- up to nine (9) months from enrolment to complete the additional five (5) Units of Competency to achieve BSB40920 Certificate IV in Project Management Practice.

If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress and options. An extension to the study period may be available if you have shown progress, UNE partnerships will seek advice from Sandvik and additional fees may apply.

Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.