

# BSB40920 Certificate IV in Project Management



## Program Overview

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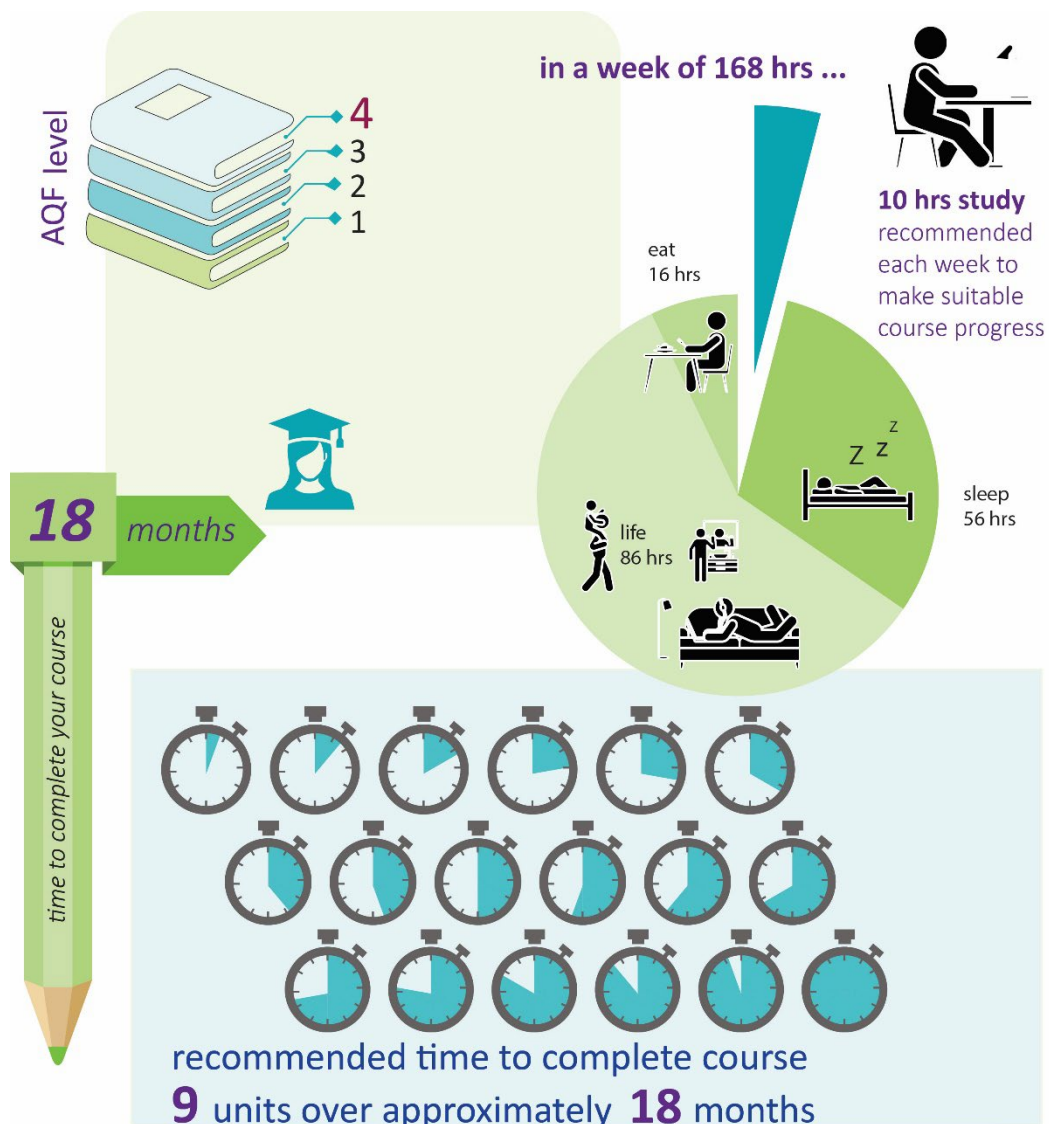
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# Overview

## 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 that your day-to-day activities will be much simpler and less time-consuming through a better understanding of the application of the principles and processes associated with the effective management of projects.

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: +61 2 6773 0000

Email: [project@unep.edu.au](mailto: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 Quality Assurance and Compliance

Telephone: +61 2 6773 0000

Email: [meg.michell@unep.edu.au](mailto: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, and
- 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

On completion of the program you should 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 communication 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 to achieve the *BSB40920 Certificate IV in Project Management*. If you enrol in a Skill Set or selected units from the qualification, successful completion of your study would lead to the issuing of a Statement of Attainment for those units completed.

The program is offered through online study and an outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are also available online at [Training.gov.au](http://Training.gov.au) or by clicking the links provided in the table.

Before you begin, read the **Introductory Reading – Managing Projects** (*located under Accessibility and Print section of Scope course*)

Table 1: Overview of course structure

Course name	Tasks/Submissions	Unit if competency	Nominal Hours	Study weeks
Welcome & Navigation				1
Apply project scope management techniques	Task 1: Short Answer questions	<a href="#">BSBPMG420- Apply project scope management techniques</a>	40	2-9
	Task 2: Project 1 - Call centre & ordering integration project			
	Task 3: Project 2 - Cloud Echo data management service project			
Apply project time management techniques	Task 1: Short answer questions	<a href="#">BSBPMG421- Apply project time management techniques</a>	40	10-16
	Task 2: Project 1 - Call centre & ordering integration project			
	Task 3: Project 2 - Cloud Echo data management service project			
Apply project cost management techniques	Task 1: Short Answer questions	<a href="#">BSBPMG423- Apply project cost management techniques</a>	40	17-23
	Task 2: Project 1 - Call centre & ordering integration project			
	Task 3: Project 2 - Cloud Echo data management service project			
Break/Catch up/Resubmissions if required				24-25
Apply project quality management techniques	Task 1: Short answer questions	<a href="#">BSBPMG422- Apply project quality management techniques</a>	40	26-32
	Project 1 Task 1: Draft Quality Management Plan			
	Project 1 Task 2: Contribute to project quality planning			
	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			

Course name	Tasks/Submissions	Unit if competency	Nominal Hours	Study weeks
	Project 2 Task 3: Contribute to project quality record keeping and continuous improvement			
Apply project risk management techniques	Task 1: Short Answer questions	<a href="#">BSBPMG426- Apply project risk management techniques</a>	40	33-39
	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			
Apply project information management and communications techniques	Task 1: Short answer questions	<a href="#">BSBPMG425- Apply project information management and communications techniques</a>	40	40-46
	Task 2: Project 1 - Call centre & ordering integration project			
	Task 3: Project 2 - Cloud Echo data management service project			
Break/Catch up/Resubmissions if required				47-48
Apply project human resources management approaches	Task 1: Short Answer questions	<a href="#">BSBPMG424- Apply project human resources management approaches</a>	40	49-55
	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			



Course name	Tasks/Submissions	Unit if competency	Nominal Hours	Study weeks
	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 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 Task 8 Project 2: Conduct procurement activities Task 9 Project 2: Assist in finalising procurement activities	<a href="#">BSBPMG427- Apply project procurement procedures</a>	40	56-62

Course name	Tasks/Submissions	Unit if competency	Nominal Hours	Study weeks
Apply project life cycle management processes	Task 1: Short Answer questions	<a href="#">BSBPMG428- Apply project life cycle management processes</a>	40	63-69
	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			
Finalisation /Resubmissions if required				70-73
Completion of study. Administrative processes and compliance check. Testamur / SOA issued				

Units of competency are achieved as assessment tasks are successfully completed, and all must be completed to be awarded the *BSB40920 Certificate IV in Project Management*. If you withdraw before you complete the required number of units of competency, you will receive a Statement of Attainment for those competencies you have successfully completed.

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.

*\*Fees may apply*

## 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.

## Study period

You have up to 18 months from enrolment to complete the *BSB40920 Certificate IV in Project Management Practice*. If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however 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.