

Certificate IV in Project Management Practice BSB41515



Program Overview



Important disclaimer

The material contained in this program is for general information only and is not intended as advice on any of the matters discussed herein. No person or persons should act or fail to act on the basis of any material contained herein. Students and others should consult professional advisers about any matter affecting them. UNE Partnerships, its officers and employees, expressly disclaim all and any liability to any persons whatsoever in respect of anything done or omitted to be done by such persons relying, or to any persons for the effect of acts of others relying, on any of the information contained herein.

This program contains material on a wide range of subjects written by a number of authors. In bringing this information to students these authors provide interpretation and opinion on such material. These interpretations and opinions are not necessarily those of UNE Partnerships or other body teaching the program, nor is any interpretation or opinion necessarily in accord with any policy of UNE Partnerships.

The publisher is not engaged in rendering legal, accounting, professional or other advice services. The publishers and the authors, consultants and editors, expressly, disclaim all and any liability and responsibility to any person, whether a purchaser or reader of this publication or not, in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of the publication. Without limiting the generality of the above no author, consultant or editor shall have any responsibility for any act or omission of any other author, consultant or editor.

© UNE Partnerships Pty Ltd.

This work is copyright. No part may be reproduced by any process without written permission from UNE Partnerships Pty Ltd.

Images sourced external to UNE Partnerships are available for commercial use and licence conditions have been documented and complied with.

Certificate IV in Project Management Practice BSB41515 – Version SVK1.0

Published 14 December 2020

Program Overview developed by UNE Partnerships

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

Contents

Overview	4
Welcome	4
Contact points	5
Certificate IV in Project Management Practice BSB41515	6
Aim of the program.....	6
Structure of the program	7
Accreditation and recognition.....	9
Study workload.....	9
Study period	10
Third party arrangements.....	10

Overview

Welcome

Welcome to the Sandvik Project Management skill set from *Certificate IV in Project Management Practice BSB41515* - a nationally recognised and accredited qualification 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.

It does not matter which industry you work in nor the size or complexity of the projects in which you expect to be involved, because the skills and knowledge gained through successful completion of this course are just as 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 do how you intend applying any new skills or knowledge within your work environment. Because of this our aim is to highlight the competencies demonstrated by the best project managers and to help you try these out in ways that are important to your needs.

You may already know, and be applying, many of these competencies. In this case our aim is also to help you gain professional recognition for what you already know and are doing. This way your current skills and knowledge can be recognised and aligned with those identified as being amongst the best 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. You can message them on the online site.

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

02 6773 0000

meg.michell@unep.edu.au

Certificate IV in Project Management Practice BSB41515

Aim of the program

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

This program reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. 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 also use project tools and methodologies selectively 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 *Certificate IV in Project Management Practice BSB41515* 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 manage more effectively the elements of the projects you are, or will be, involved in.

Learning outcomes

This program commences with a skill set that includes four of the nine units of competency from the *Certificate IV in Project Management Practice BSB41515*. To complete the qualification, a further five units of competency need to 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 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 *Certificate IV in Project Management Practice BSB41515*.

The Sandvik Skill Set is made up of the four (4) units of competency, 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 program employs a mixed delivery mode, incorporating:

- Facilitator-led workshops, which are part of the Frontline Management Development Program,
- A combination of print and electronic course material, and
- Work-place relevant 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

Topic	Course	Assessment Tasks	Unit/s of competency
Sandvik Skill Set			
Managing projects	Introductory module (reading) - no specifically linked assessment tasks		All
Project time and cost management	Time management	Task 1: Assist in developing project schedule. Task 2: Contribute to the review of scope controls Task 3: Participating in assessment time management outcomes	BSBPMG410: Apply project time management techniques
	Cost management	Task 1: Assist in developing the project budget Task 2: Monitor project cost Task 3: Contribute to cost finalisation process	BSBPMG412: Apply project cost management techniques

Topic	Course	Assessment Tasks	Unit/s of competency
Project risk management	Risk management	Task 1: Assist with risk analysis and planning Task 2: Perform risk control activities Task 3: Contribute to assessing risk management outcomes	BSBPMG415: Apply project risk management techniques
Project communication and stakeholders	Communications management	Task 1: Communications and information management planning Task 2: Communicate project information Task 3: Contribute to assessing effectiveness of communication	BSBPMG414: Apply project information management and communications techniques
Remaining five Units of Competency			
Project scope management	Scope management <i>plus</i> Scope statement	Task 1: Contribute to defining scope and applying project scope controls Task 2: Contribute to review of scope controls Task 3: Interview	BSBPMG409: Apply project scope management techniques
Project quality management	Quality management	Task 1: Contribute to project quality planning Task 2: Apply quality policies and procedures Task 3: Contribute to project continuous improvement process	BSBPMG411: Apply project quality management techniques
People and leadership	Project human resources	Task 1: Assist in determining human resource requirements Task 2: Contribute to establishing and maintaining productive team relationships Task 3: Assist in human resource monitoring Task 4: Contribute to evaluating human resource practices Task 5: Interview	BSBPMG413: Apply project human resources management approaches

Topic	Course	Assessment Tasks	Unit/s of competency
Project procurement and contracts	Project procurement and contracts	Task 1: Assist with procurement planning Task 2: Contribute to supplier selection process Task 3: Conduct procurement activities Task 4: Assist in finalising procurement activities	BSBPMG416: Apply project procurement procedures
Project governance and integration management	Project lifecycle management <i>plus</i> integrated Project Management Plan	Task 1: Assist in establishing project Task 2: Support and assist project planning, design and execution Task 3: Assist with project finalisation Task 4: Interview	BSBPMG417: Apply project life cycle management processes

Information on how to submit your work for assessment is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is 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 *Certificate IV in Project Management Practice BSB41515* 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' *Certificate IV in Project Management Practice* 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 world best practice project management.

Study workload

The nominal duration of your enrolment in the *Certificate IV in Project Management Practice BSB41515* is twelve (12) months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and current experience you have. Students with a moderate level of relevant learning and experience should be able to complete the full program

requirements in about 8-10 hours a week a week of self-directed workplace and individual study over the study period. Inexperienced students will likely require more time.

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 Certificate IV in Project Management Practice BSB41515.

Students who have attended workshops 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.

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.