

Certificate IV in Project Management Practice BSB41515

Skill Set: Introduction to project management

Course Overview



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Overview

Welcome

Welcome to *Introduction to project management*, a skill set from the *Certificate IV in Project Management Practice BSB41515*. 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.

We are very pleased that you have selected UNE Partnerships as your training provider and are committed to working with you to achieve your study goals. This skill set presents the skills and knowledge to lead change within your organisation.

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 course 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

Introduction to project management

Aim of the course

This skill set aims to introduce you to and develop your project management task skills so that you can effectively participate in a project team.

Learning outcomes

On completion of the course you should be able to:

- identify project objectives, deliverables and constraints and apply project controls
- assist with development of the project schedule
- monitor the schedule and evaluate the effectiveness of time management within the project.

Structure of the course

The *Certificate IV in Project Management Practice BSB41515* requires students to complete a total of twelve (12) units of competency. The skill set in which you have enrolled includes two (2) of the required units.

The course employs an online delivery mode, with access to all learning and assessment materials provided electronically. Units of competency are achieved as assessment tasks are successfully completed. An outline of the structure for delivery and assessment is provided below.

Full details of the assessment tasks for each unit will be available in the 'Assessment' section of that Module online. Details of the units of competency in which you are enrolled are also available online, or by clicking the links below if accessing an electronic version of this course overview.

Module/ Unit of competency	Assessment tasks
BSBPMG409 Apply project scope management techniques	Task 1: Contribute to defining scope and applying project scope controls Task 2: Contribute to review of scope controls Task 3: Interview
BSBPMG410 Apply project time management techniques	Task 1: Assist in developing project schedule Task 2: Maintain project schedule Task 3: Participate in assessing time management outcomes

Information on how to submit your work for assessment is provided in the Assessment section of each Module online. Details on finding Assessment Due Dates, and assessment submission 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 Course Overview. Should you be unsure of what is required of you, contact your assessor.

Accreditation and recognition

The competencies gained through successful completion of this course are cross-industry and nationally recognised. You will receive a Statement of Attainment for all units of competency successfully completed at the end of the study period. You can claim credit for these units upon enrolment in the *Certificate IV in Project Management Practice BSB41515* and other AQF qualifications in accordance with relevant qualification packaging rules and recognition requirements.

Study period and workload

The nominal duration of your enrolment in the *Introduction to project management* skillset is 3 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the course requirements in about 5 to 6 hours a week of self-directed workplace and individual study over the study period.

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.