

BSB41515 Certificate IV in project management practice

Skill Set: Introduction to project management for operational staff



Program Overview

 **une**partnerships

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Overview

Welcome

Welcome to *Introduction to project management for operational staff*, a skill set from the *BSB41515 Certificate IV in project management practice*. 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 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
Telephone: 02 6773 0000
Email: meg.michell@unep.edu.au

Introduction to project management for operational staff skill set

Aim of the program

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 program 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 program

The BSB41515 Certificate IV in Project Management Practice requires students to complete a total of nine (9) 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. Details of the units of competency in which you are enrolled are also available online, at Training.gov.au or by clicking the links in the table below.

Before you begin read the **Introductory reading – Managing projects** which is located under the Introduction section of the Apply project management scope management techniques course.

Table 1: Overview

Course name	Assessment Tasks	Unit/s of competency
Apply project management 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	BSBPMPG409 Apply project scope management techniques
Apply project time management techniques	Task 1: Assist in developing schedule Task 2: Contribute to the review of scope controls	BSBPMPG410 Apply project time management techniques

Course name	Assessment Tasks	Unit/s of competency
	Task 3: Participate in assessing time management outcomes	

Full details for the assessment tasks and information on how to submit your work for grading 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 *BSB41515 Certificate IV in project management practice* in which you are 'part' 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.

Study workload

The nominal duration of your enrolment in the Introduction to project management for operational staff skill set is 6 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 program requirements in about 5 to 6 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.

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.