

Certificate IV in Leadership and Management

Skill Set: Project Leadership

Program Overview



 **unepartnerships**

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 course, 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 Leadership and Management - Project Leadership - Version 1.0

Published 27 July 2018

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

RTO ID: 6754

ABN 74 003 099 125

Contents

Overview	4
Welcome	4
Contact points	4
Aim of the course	5
Structure of the course	5
Accreditation and recognition.....	6
Study period and workload.....	6
Third party arrangements.....	6

Overview

Welcome

Welcome to *Project Leadership*, a skill set from the *Certificate IV in Leadership and 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.

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: business@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

Project Leadership

Aim of the course

This skill set aims to equip you with the knowledge required to undertake projects and support staff involved with project delivery.

Learning outcomes

On completion of the course you should be able to:

- Define a project and develop a project plan
- Provide support to project team members
- Communicate with project stakeholders
- Facilitate decision making in the project team
- Model and manage team performance

Structure of the course

The *Certificate IV in Leadership and Management* 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
BSBPMG522 Undertake project work	Task 1 Defining and planning your project Task 2 Consulting with the team Task 3 Administering the project Task 4 Finalising and reviewing the project
BSBMGT401 Show leadership in the workplace	Task 1 Underpinning knowledge Task 2 Modelling and managing performance Task 3 Challenging the process.

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 Leadership and Management* and other AQF qualifications in accordance with relevant qualification packaging rules and recognition requirements.

Furthermore, depending on circumstances related to the type and degree of credit sought, the *Certificate IV in Leadership and Management* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

Study period and workload

The nominal duration of your enrolment in the *Project Leadership* 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.