



## **BSB41507 Certificate IV in Project Management**

### **Is this course for me?**

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

The qualification is an ideal entry point for those people who are a member of a team working on a range of project tasks and who require formal project management qualifications. It is also of interest to those who may hold existing professional/vocational technical qualification but their work/career advancement requires them to build their skills and knowledge in project management.

The training also offers an opportunity to those who have developed project management skills on the job and want formal recognition of these achievements. The course is structured for both those in the workforce or those seeking to re-enter or re-train for employment in project management and this may include those who are:

- Currently working in a project management position as a coordinator/assistant/manager
- Wishing to undertake professional development
- Have had several years experience working in a Project Management position
- Seeking to extend, enhance and compliment existing qualifications
- Working in a Project Management methodology context
- Seeking to learn and apply to a self interest project
- Seeking to gain employment within a Project Management enterprise

### **Are there any prerequisites?**

No there are not but we think it is good for you have had some Project Management experience - either be working on a project or projects or have had experience working in a project management context.

### **How long does the course take?**

The course is offered in block mode over a 6 month period commencing with a pre course induction that provides the participant with an opportunity to discuss specific aspects of the course as well as their learning needs.

Flexibility is allowed for specific client and/or individual learning needs.

The course begins with Block 1 of 2 days duration consisting of an Induction session, then covering the units of Scope and Time. Please note that Block 1, Day 2 has a 3 hour session specifically dedicated to learning Microsoft Project 2007, this is not compulsory as it is a value add and it is at the participant's choice to attend.

Block 2 of 2 days duration consists of the units of Cost, Risk and Quality Communication, Human Resources and Procurement.

Block 3 the final day is dedicated to the completion of assessments with the support of Biznorth mentors and trainers. This is a one-to-one process.

It is expected that the participant would need to dedicate approximately 5 hours per week of out of session time researching, reading and collating information to support this course.

**P (08) 8947 0409 | F (08) 8947 4584 | E [info@biznorth.com.au](mailto:info@biznorth.com.au) | W [www.biznorth.com.au](http://www.biznorth.com.au)  
Unit 27, 119 Reichardt Road, WINNELLIE NT 0820 | PO Box 37170, WINNELLIE NT 0821  
ABN 38 114 949 914**



### **Does this course provide any flexibility?**

The structure of our training and assessment delivery allows for flexibility in delivery to address the needs of client groups and/or individuals with specific requirements.

If the usual delivery schedule does not fit your needs we can discuss your specific training and assessment schedule requirements and see if together we can come up with a suitable arrangement for scheduling delivery.

### **What will I learn?**

The skills and knowledge you will develop will assist you to work with the project management life cycle and will provide you with a nationally recognised qualification at Certificate IV level.

### **What Pathways are there from the qualification?**

After achieving the BSB41507 Certificate IV in Project Management, candidates may undertake the BSB51407 Diploma of Project Management, a qualification for those wishing to develop specialist skills and knowledge required to plan, carry out and evaluate their own work and/or the work of a team, or a range of other Diploma level qualifications. After achieving the qualification candidates will have the background skills and knowledge to work on all phases of a project from concept through to close-out in any environment. Career opportunities are open, as all industry areas, organisations and companies who utilise project management skills. With the emphasis on setting time lines, schedules and targets, project costing and budget management, monitoring the quality, communicating with key stakeholders and working as a skilled team member on the project there are diverse opportunities for those who have completed the qualification.

### **What units do I study?**

**Total number of units = 8**

**8 core units No electives**

#### **Certificate IV in Project Management**

BSBPMG401A - Apply project scope management techniques

BSBPMG402A – Apply time management techniques

BSBPMG403A – Apply cost management techniques

BSBPMG404A - Apply quality management techniques

BSBPMG405A – Apply human resources management approaches

BSBPMG406A - Apply communications management techniques

BSBPMG407A - Apply risk management techniques

BSBPMG408A - Apply contract and procurement procedures



### **Where is the course run from?**

#### **Biznorth have a training centre located at:**

Unit 18/119 Reichardt Road

Winnellie NT 0820

Phone: 89470 409

Email: [info@biznorth.com.au](mailto:info@biznorth.com.au)

Web: [www.biznorth.com.au](http://www.biznorth.com.au)

### **Who are my trainers?**

Course Coordinator is Annette Gillanders an experienced award winning educator with a diverse subject knowledge base she is supported by Doug Gillanders who has extensive project experience in a range of topics including Human Resources and Information Technology.

Refer to website for biographies

### **How will I be assessed?**

With the support of Biznorth Trainers you will develop a Portfolio of Evidence that includes for each unit of competency:

(1) **Short Answer Questions** (x 3 for each unit) testing the learners knowledge of project management processes and techniques and their application in the workplace. The questions can be discussed in the workshops and written responses prepared in accordance with the assessment guidelines for inclusion into the Portfolio of Evidence Record for assessment;

(2) **Case Studies** (x 1 for each unit). The Case Studies provide for practical opportunities for the learner to plan and work as a team member in a range of scenarios to address planning for and undertaking the various elements of projects. The case studies are conducted within the workshops and provide a simulated work situation where the learners needs to think as a project team members and deal with issues to give the best possible solution to the project problem/scenario. Learners have the opportunity to participate as a member of the group in responding to the case studies and writing up responses according to the assessment guidelines for inclusion in their Portfolio of Evidence Record;

(3a) **Work Based Projects** (x 2) undertake at the appropriate level planning, reviewing, reporting, presentation, completion activities for the 2 projects. Each project addresses each of the units of competency in an integrated way. Learners will be required to give a 15 minute presentation to the session group outlining their projects, their role in the projects, how project scope, schedule, budgeting, quality were achieved, and how Human Resources were implemented and risk and procurement were administered, finally how the projects were carried out and signed off.

In the case of a participant who does not have a project work environment, Biznorth will provide a simulated work situation through a photographic and written case study covering all units of competency.



(3b) The learner will be required to provide the completed Portfolio of Evidence Record at interview with the assessor and to participate in a question and answer session in relation to their evidence.

The workplace mentor as well as trainers will need to work with the learner at every step of the way to ensure success in the assessment process.

(3c) For the participant who, due to unavailability of a project environment and is working within the Biznorth simulated environment a series of the following will be collected for inclusion in the Portfolio of Evidence Record:

- Observation Checklists x 8 in relation to photographs for each unit of competency.
- Two true/false questionnaires consisting of 8 questions per questionnaire.
- A conversational assessment consisting of 3 questions per unit of competency.
- Two additional case studies

The above assessments are on top of the already identified assessment tasks in (1) and (2).

### **Can Biznorth support my learning needs?**

Students with individual needs will be assessed prior to training and any reasonable and necessary adjustments will be discussed and incorporated with the student. Reasonable adjustments and measures which may be implemented include but are not limited to; Literacy issues: A language, literacy and numeracy instrument is available for diagnostic use. If you have special needs we will do all we can to assist by making reasonable adjustments.

### **Will my skills be recognised?**

Recognition of Prior Learning (RPL) and National Recognition (NR)

RPL is the recognition of a person's skills and knowledge acquired, through formal or informal learning, the skills and experience, which may be used to grant status or credit in a subject regardless of how and where they were attained.

What recognised prior learning means is that you are actually asking to be assessed based on the knowledge and skills you possess instead of sitting exams, submitting assignments or returning to the classroom.

You can have acquired these skills and knowledge from a range of experiences: from volunteer positions, from paid employment, from previous training.

Generally, these are skills and knowledge that have been gathered through real life experience and application, rather than learning that has been gleaned sitting in a classroom. RPL acknowledges what we all know to be true: nothing beats experience!

The challenge lies in understanding what evidence you need to produce to support a Recognised Prior Learning application. A good Registered Training Organisation (RTO) will talk to you about your experience and identify when you have sufficient experience to complete all or some of a qualification through RPL.

At Biznorth, we always look at the true value of your experience, skills and knowledge to translate this into credit for an RPL application. We do the academic paperwork for you and work with you to guide you in collecting the evidence that supports your application.

Biznorth recognises the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by other Registered Training Organisations (RTO). In turn Biznorth may provide credit transfer for any formal learning that a client has undertaken.