


Course Information



BSB41515 Certificate IV in Project Management Practice, Assessment Only Program

Qualification Code and Title	 <p>NATIONALLY RECOGNISED TRAINING</p> <p>BSB41515 Certificate IV in Project Management Practice</p>
Provider	<p>TechKnowledgey Pty Ltd (TechKnowledgey) PO Box 953 Templestowe VIC 3106 RTO ID: 41214</p>
Delivery Mode	<p>The Assessment Only Program (AO) is delivered online via TechKnowledgey's Learning Management System.</p> <p>The AO Program does not include a training delivery component. However, candidates have access to additional online reference materials throughout the duration of the program.</p>
Location	<p>Assessment completed in your workplace.</p>
Program Duration	<p>The duration for this program is a minimum of 6 months.</p>
Purpose	<p>This qualification is suitable for autonomous individuals, who identify and apply project management skills and knowledge in a wide variety of contexts. Job titles for these roles may include contracts officers, project administrators, quality officers and small business operators.</p> <p>Individuals in these roles might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.</p>
Entry Requirements and Selection Process	<p>Prior to enrolment, students will be provided with a Student Handbook and Course Information (this document).</p> <p>All students who wish to enrol must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> complete an Enrolment Form; <input type="checkbox"/> complete an LLN quiz, to ensure that TechKnowledgey is able to identify and support any individual needs; <input type="checkbox"/> upload a current copy of their Curriculum Vitae (CV), to help us identify whether you have sufficient experience in project management roles for suitability to this delivery model; <input type="checkbox"/> undertake a short interview with one of our staff members (by phone or Skype), again to help us identify whether you have sufficient experience in project management roles for suitability to this delivery model; <input type="checkbox"/> submit a completed Workplace Approval form, wherein your employer confirms the suitability and availability of required workplace resources and commits to support you in your learning in the workplace environment; and <input type="checkbox"/> nominate a Workplace Project Mentor, to assist you in completing their assessment pieces.

	<p>As above, employers must complete the Workplace Approval Form.</p> <p>The Workplace Approval Form is used to verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the relevance of the student's role; <input type="checkbox"/> the support of a nominated Workplace Project Mentor with their training and assessment; <input type="checkbox"/> the suitability and availability of required workplace resources; and <input type="checkbox"/> the commitment from the employer to allow the student to participate in workplace based training. <p>This process ensures that the course is suitable for the student, that the workplace is able to provide access to resources and support required, and that TechKnowledge is able to meet the individual needs of both the workplace and student.</p> <p>TechKnowledge requires that students:</p> <ul style="list-style-type: none"> <input type="checkbox"/> have completed year 12 or equivalent; and <input type="checkbox"/> are over the age of 18.
Course Structure	To be awarded this qualification, competency must be demonstrated in 9 units of competency, consisting of 3 core units and 6 elective units.
Core Units	<ul style="list-style-type: none"> <input type="checkbox"/> BSBPMG409 Apply project scope-management techniques <input type="checkbox"/> BSBPMG410 Apply project time-management techniques <input type="checkbox"/> BSBPMG411 Apply project quality-management techniques
Elective Units	<ul style="list-style-type: none"> <input type="checkbox"/> BSBPMG412 Apply project cost management techniques <input type="checkbox"/> BSBPMG413 Apply project human resources management approaches <input type="checkbox"/> BSBPMG414 Apply project information management and communications techniques <input type="checkbox"/> BSBPMG415 Apply project risk-management techniques <input type="checkbox"/> BSBPMG416 Apply project procurement procedures <input type="checkbox"/> BSBPMG417 Apply project life cycle management processes
Pre-requisites	There are no pre-requisites for any units in this qualification.
Current Workplace Requirement	As cited above, all applicants entering the course will require access to a suitable workplace where they will be able to develop and implement projects and practice a broad range of project management related techniques.
Recognition of Prior Learning	<p>Recognition of Prior Learning is available and all students are offered the opportunity to participate in RPL upon enrolment.</p> <p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>To apply for RPL, you will need to fill in a part of the kit and return it with an RPL Application Form. Your application will then be assessed for suitability, and you will be contacted by an assessor to progress the RPL process.</p> <p>From here, the RPL process usually involves gathering evidence to demonstrate skills, knowledge and experience, responding to questions, completing tasks, and (depending on the area) observation of your work skills in your workplace.</p> <p>Fees applicable for RPL are as follows:</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> \$100.00 Application fee, upon submitting RPL Application form; and <input type="checkbox"/> \$350.00 per unit of competency to complete the RPL process. <p>Your RPL fees will be calculated based on the number of units you are applying for, and there is also an application fee for each application. So, please ensure you apply for all of your intended units together, to avoid multiple application fees.</p> <p>If you are applying for some units by RPL and the remainder by normal training and assessment, your fees will be adjusted on a pro-rata basis for the number of units.</p> <p>For more information about submitting an application for RPL, contact our head office.</p> <p>Recognition of Prior Learning is recommended as an option where individuals have been working in a relevant job role for at least 2 years.</p>
<p>Course Credit</p>	<p>All students will be offered the opportunity to apply for credit for previously completed studies during the enrolment process.</p> <p>Students may apply for Course Credit for recognition of previous studies completed, for the purpose of reducing the units required to be completed in their current qualification, as per <i>SC12 Credit Policy and Procedure</i> outlined in the Student Handbook.</p> <p>In some cases, credits may lead to a reduction in the course fees as there is less work involved in offering your course. This will be advised to you in writing. You will be advised in writing of the outcome of your credit application. For any questions about course credit, please contact us to discuss further.</p> <p>Course Credit can be accessed by a student by completing the <i>Credit Application Form</i> and submitting relevant supporting documents.</p>
<p>Pathways</p>	<p>Pathways into the qualification</p> <p>Preferred pathways for candidates considering this qualification include:</p> <ul style="list-style-type: none"> • completion of a Certificate III level qualification from the BSB training package; or • vocational experience in project-based work <p>Pathways from the qualification</p> <p>After achieving this qualification candidates may, in order to progress into project management, undertake:</p> <ul style="list-style-type: none"> • BSB51415 Diploma of Project Management

<p>Workplace Involvement</p>	<p>Students must be supported in the workplace by an assigned Workplace Project Mentor, relevant to the Action Learning Project. The Workplace Project Mentor will provide feedback to students, and provide Third Party Observation Reports to TechKnowledge, confirming the relevance and consistency of skills demonstrated in the workplace.</p>
<p>Additional Support</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Enrolment Forms along with the included individual needs assessment are to be reviewed by the trainer/ assessor to identify if the student has indicated they require any additional support on the form. <input type="checkbox"/> Disability, English, language, learning and literacy needs will all be considered at point of application to assess individual needs. <input type="checkbox"/> Individual needs may also be identified verbally or in written correspondence during the enrolment process or first weeks of training. <input type="checkbox"/> Where individual support needs have been identified the Trainer will further discuss the needs with the student to identify how TechKnowledge can support the student. An individual support plan may be developed to assist the student through the course. Or, the student may be referred to an external service for support before enrolment – this might be to English language courses, employment support, lower level or more suitable qualifications delivered by other providers. In some cases, the course may not be deemed suitable for a student and the enrolment declined. <input type="checkbox"/> A student may not be offered a place for enrolment if TechKnowledge is not able to support the student in the course.
<p>Assessment Arrangements</p>	<p>Assessment is conducted through:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of individual Performance Evidence Assessment Tools, which relate to the Action Learning Project work undertaken in a group under the Action Learning Project at the students’ workplace, and in consultation with a nominated Workplace Project Mentor. <input type="checkbox"/> Third Party (Workplace Project Mentor) confirmation of consistent workplace performance as part of the Action Learning Project; and <input type="checkbox"/> Completion of individual Knowledge Evidence Assessment Tools (KEATs) – short-answer written activities.
<p>Resource Requirements</p>	<p>For completing the assessment tasks, students require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> access to workplace documentation, including policies and procedures; and <input type="checkbox"/> the ability to plan and implement a project in a group. <p>Other learning materials will be provided by TechKnowledge.</p>

Costs

The course fees for completing all training and assessment (for all 9 units) are **\$1,485.00** per student, made up of the following components:

- \$150.00 application assessment fee (non-refundable);
- \$350.00 enrolment fee (non-refundable); and
- \$985.00 balance of fees.

Course fees are charged at the following milestones:

- \$500.00 on application (application assessment fee and enrolment fee charged together); and
- the balance charged in 4 instalments, on a monthly basis thereafter.

Please note that, where a student's course application is not successful, we will refund in full the enrolment fee.

Optional Issue of textbook, Pearson, N., Larson, EW., Gray, CF. (2014). *Project Management in Practice: A complete course for BSB41515 and BSB51415*. North Ryde, NSW, Australia: McGraw Hill Education: \$90.00 per student (excluding postage, where applicable).

RPL assessment alternative option can be completed at the following costs:

- \$100.00 per RPL application; and
- \$350.00 per Unit of Competency, to complete the RPL process.

There is no charge for Credit Transfer applications.

Individuals enrolling in this course can pay the course fees by Credit Card direct debit.

Employers enrolling students in this course can pay course fees on receipt of invoice by EFT, Credit Card, cheque, or cash. Invoice terms are 14 days.

Additional costs which may be incurred in connection with this course include:

- Replacement learning materials (\$100.00 each kit, ex GST).
- Reissuance of a certification document, e.g. qualification/ statement of attainment (\$50.00 per document, ex GST).
- Extensions to enrolment period (\$200.00 ex GST for a 2-month extension, and \$500.00 ex GST for a 6-month extension)
- After 3 unsuccessful submission attempts for an assessment piece, a Reassessment Fee (\$350.00 per unit, ex GST).

Contact Details

Any questions about this course can be directed to:

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This Course Information document should be read in conjunction with TechKnowledgey's Student Handbook.