# Course Information

## BSB41515 Certificate IV in Project Management Practice

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| **Qualification Code and Title** | **BSB41515 Certificate IV in Project Management Practice** |
| **Provider** | **TechKnowledgey Pty Ltd (TechKnowledgey)**<br>PO Box 953<br>Templestowe VIC 3106<br>RTO ID: 41214 |
| **Delivery Location** | At enrolment, the location for the training is determined by consultation with the employer and the student.  The location for the training may be your workplace, a hosted learning centre, or TechKnowledgey's training premises:<br><br>**TechKnowledgey Learning Hub**<br>Suite 11, L1 Midway Arcade<br>974 Main Street<br>Eltham VIC 3095<br><br>TechKnowledgey will ensure that the training location is suitable, and meets the requirements for this qualification.  (For all workplace delivery locations, TA7.4 Delivery Site Inspection Checklist will be used to determine the suitability of each location.) |
| **Delivery Mode** | This qualification is delivered via a blended approach to training and assessment, consisting of:<br><br>▪ online learning throughout the period of the program duration; and<br><br>▪ 4 days of face-to-face learning, distributed across the period of the program duration (on dates scheduled to suit students' learning and operational requirements). |
| **Program Duration** | The duration for this program is a minimum of 6 months. |
| **Units of Competency** | The **BSB41515 Certificate IV in Project Management Practice** requires the completion of 9 units, 3 core units and 6 electives.  The units have been listed below: |

| Units of Competency | | |
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| *To complete this qualification, you must complete ALL 9 units of competency listed below* | | |
| BSBPMG409 | Apply project scope management techniques | Core |
| BSBPMG410 | Apply project time management techniques | Core |
| BSBPMG411 | Apply quality management techniques | Core |
| BSBPMG412 | Apply project cost management techniques | Elective |
| BSBPMG413 | Apply project human resources management approaches | Elective |
| BSBPMG414 | Apply project information management and communications techniques | Elective |
| BSBPMG415 | Apply project risk management techniques | Elective |
| BSBPMG416 | Apply project procurement procedures | Elective |
| BSBPMG417 | Apply project life cycle management processes | Elective |

| Entry requirements | There are no pre-requisites for this qualification or any of the units of competency contained within it.  However, TechKnowledgey requires that students:<br>▪ have completed year 12 or equivalent;<br>▪ are over the age of 18; and<br>▪ have a suitable level of language, literacy and numeracy to complete course requirements, with or without additional support, which TechKnowledgey is able to provide. |
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| **Recognition of Prior Learning** | Recognition of Prior Learning is available and all students are offered the opportunity to participate in RPL upon enrolment.<br><br>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.<br><br>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.<br><br>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.<br><br>Fees applicable for RPL are as follows:<br>▪ $100.00 Application fee, upon submitting RPL Application form; and<br>▪ $350.00 per unit of competency to complete the RPL process.<br><br>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.<br><br>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.<br><br>For more information about submitting an application for RPL, contact our head office.<br><br>RPL is recommended as an option where individuals have been working in a relevant job role for at least 2 years. |
| **Course Credit** | All students will be offered the opportunity to apply for credit for previously completed studies during the enrolment process.<br><br>You may apply for *Course Credit* for recognition of previous studies completed, for the purpose of reducing the units required to be completed in your current qualification, as per *SC12 Credit Policy and Procedure* outlined in the Student Handbook.<br><br>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.<br><br>Course Credit can be accessed by a student by completing the *Credit Application Form* and submitting relevant supporting documents. |

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| **Pathways** | **Pathways into the qualification**<br><br>Preferred pathways for students considering this qualification include:<br>  ▪  Completion of a certificate III level qualification from the BSB training package; or<br>  ▪  Vocational experience in project-based work.<br><br>**Pathways from the qualification**<br><br>After achieving this qualification students may, in order to progress into project management, undertake:<br>  ▪  BSB51415 Diploma of Project Management |
| **Training Arrangements** | Training consists of 4 full days of face-to-face learning, distributed across the period of the program duration (on dates scheduled to suit students' learning and operational requirements).<br><br>Throughout the period of the program duration, students are directed to access learning materials on TechKnowledgey's online Learning Management System (LMS). They will also be required to complete a minimum of 7 hours of independent study each week.<br><br>Independent study consists of working as part of a group of students to complete project work, assessment tasks, and gathering evidence as part of their assessment process. During this time, they will be supported in their project work by an assigned Workplace Project Mentor, who will give feedback and authenticate the work being completed. Students can also access support from their trainer/ assessor during this time via email, if they have any questions about their assessment tasks or project work. |
| **Workplace Involvement** | Students must be supported in the workplace by an assigned Workplace Project Mentor, relevant to the Action Learning Project, who will provide feedback to the students, and provide a third-party report to TechKnowledgey confirming the relevance and consistency of skills demonstrated in the workplace. |
| **Additional Support** | ▪  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.<br><br>▪  Disability, English language, literacy, numeracy and learning needs will all be considered at the point of application, to assess individual needs.<br><br>▪  Individual needs may also be identified verbally or in written correspondence during the enrolment process or first weeks of training.<br><br>▪  Where individual support needs have been identified, the trainer will further discuss the needs with the student, to identify how TechKnowledgey 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, or 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.<br><br>▪  A student may not be offered a place for enrolment, if TechKnowledgey is not able to support the student in the course. |

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| **Assessment Arrangements** | Assessment is conducted through:<br><br>▪ Completion of individual Performance Evidence Assessment Tools (PEATs), which relate to work undertaken in a group under the Action Learning Project at the students' workplace, and in consultation with a nominated Workplace Project Mentor.<br><br>▪ Third party (Workplace Project Mentor) confirmation of consistent workplace performance, as a part of the Action Learning Project; and<br><br>▪ Completion of individual Knowledge Evidence Assessment Tools (KEATs) – short-answer written activities. |
| **Resource Requirements** | Students are expected to bring with them for face-to-face training sessions, as required:<br><br>▪ writing materials; and<br><br>▪ laptops or tablets.<br><br>For completing the assessment tasks and learning activities, students require:<br><br>▪ access to workplace documentation, including policies and procedures; and<br><br>▪ the ability to plan and implement a project in a group.<br><br>Other learning materials will be provided by TechKnowledgey. |

| Costs | The course fees for completing all training and assessment (for all 9 units) are **$2,475.00** per student, made up of the following components: |
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- $150.00 application assessment fee (non-refundable);
- $350.00 enrolment fee (non-refundable); and
- $1,975.00 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).

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| **How to Enrol/ Apply** | All students who wish to enrol must complete a *Student Enrolment Form* which: <br><br> ▪ ensures that TechKnowledgey can identify and support any individual needs you may have, which may impact on your ability to complete the program successfully. <br><br> You will also need to provide a Unique Student Identifier (USI) Authority Form, where you have not already provided a USI. <br><br> All applicants entering the course will require access to a suitable workplace where they will be able to develop and implement projects, and practise a broad range of project management-related techniques. <br><br> Prior to enrolment all students should be provided with: <br><br> ▪ the Course Information (this document); <br><br> ▪ the Student Handbook; and <br><br> ▪ the Student Enrolment Form and Agreement. <br><br> Your workplace will also be required to complete a *Workplace Approval Form*. TechKnowledgey will coordinate with the relevant workplace manager (e.g. Learning and Development Coordinator), as required to: <br><br> ▪ review workplace needs; and <br><br> ▪ follow up on the *Workplace Approval Form*. <br><br> The *Workplace Approval Form* is used to verify: <br><br> ▪ the relevance of the students' role to the course and the qualification; <br><br> ▪ the allocation of a nominated Workplace Project Mentor, to support the student with their training and assessment; <br><br> ▪ the suitability and availability of required workplace resources; and <br><br> ▪ the commitment from the employer to allow the student to participate in workplace-based learning. |
| **Contact Details** | Any questions about this course can be directed to: <br><br> **TechKnowledgey Pty Ltd** <br><br> **Tor Hansen – Director** <br><br> PO Box 953 <br><br> Templestowe VIC 3106 <br><br> Phone: (+613) 8418 0798 <br><br> learning@techknowledgey.edu.au |

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