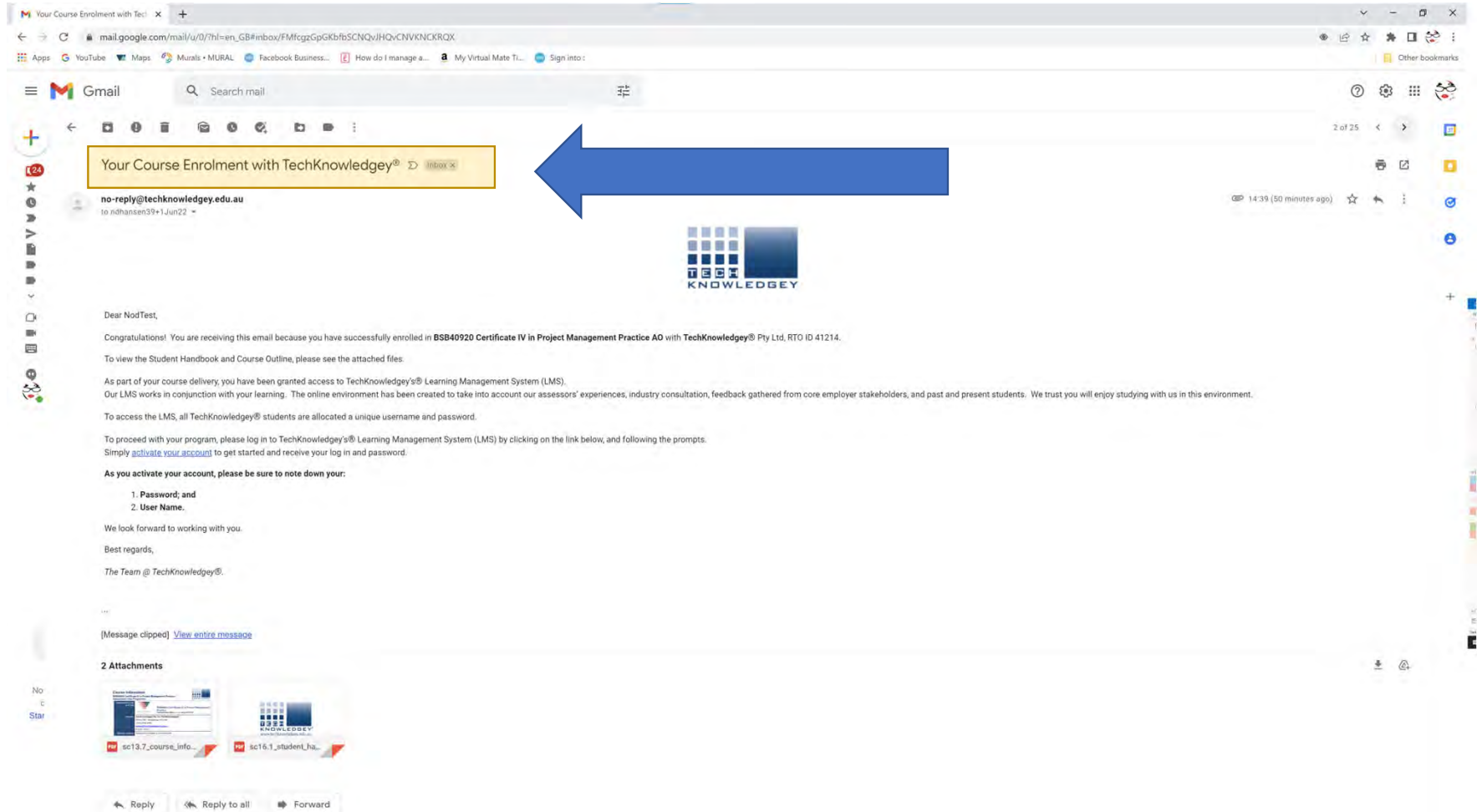


# Getting Started on the LMS

Online Registration Instructions



# Check your email – not subject line



The screenshot shows a Gmail inbox with one email selected. The subject line is highlighted in yellow and reads "Your Course Enrolment with TechKnowledgegey®". A large blue arrow points from the right towards the subject line. The email is from "no-reply@techknowledgegey.edu.au" and is dated "to ndhansen39+1 Jun22". The email content includes a TechKnowledgegey logo, a greeting "Dear NodTest", and a congratulatory message about enrolling in the "BSB40920 Certificate IV in Project Management Practice A0". It provides instructions on how to access the Learning Management System (LMS) and lists two attachments: "sc13.7\_course\_info..." and "sc16.1\_student\_info...".



# Check attachments: Course Outline


Your Course Enrolment with Tec: x +

mail.google.com/mail/u/0/?ui=en\_GB#inbox/FMtcgGpGkbb5SCNQuHQvCNVKNCKROX?projector=1&messagePartId=0.1

Apps YouTube Maps Mural • MURAL Facebook Business... How do I manage a... My Virtual Mate T... Sign into: Other bookmarks

### Course Information

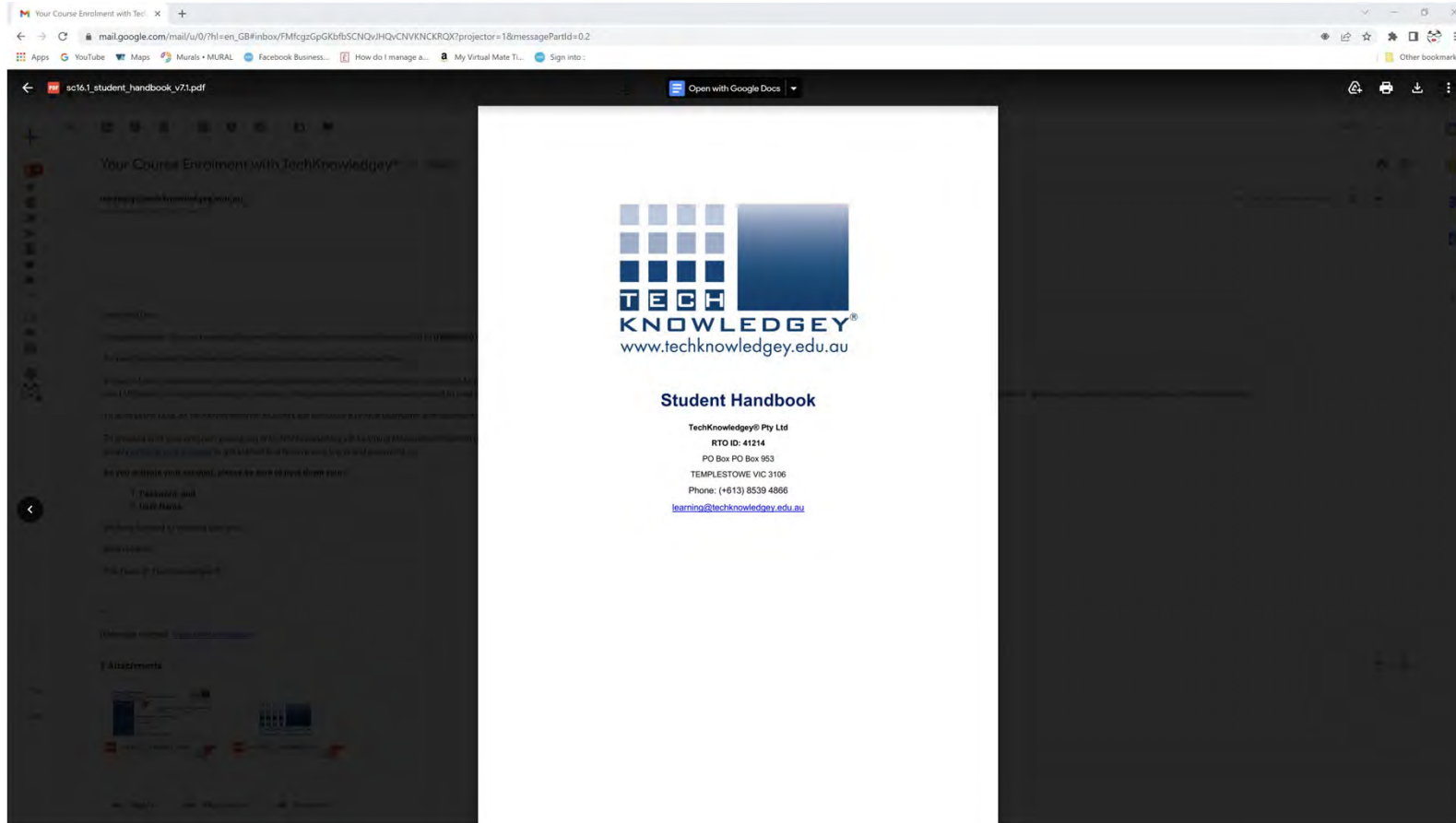
**BSB40920 Certificate IV in Project Management Practice – Assessment Only Programme**

<b>Qualification Code and Title</b>	 <b>BSB40920 Certificate IV in Project Management Practice</b> <small>Training Product Status: Current as of 10/10/2020</small>																															
<b>Provider</b>	<b>TechKnowledge@ Pty Ltd (TechKnowledge@)</b> PO Box 953, Templestowe VIC 3106 (+613) 8539 4866 <a href="mailto:learning@TechKnowledge@.edu.au">learning@TechKnowledge@.edu.au</a> RTO ID: 41214																															
<b>Delivery Location</b>	Assessment completed in your workplace.																															
<b>Delivery Mode</b>	TechKnowledge@'s Assessment Only Programme in the BSB40920 Certificate IV in Project Management Practice has been developed for students who work in a project delivery environment, and have existing knowledge of fundamental Project Management theory. The Assessment Only Programme offers an efficient pathway to accreditation for such students: <ul style="list-style-type: none"> <li>removing the requirement to complete a training delivery component; and</li> <li>guiding the student through the completion of practical, workplace-based assessments.</li> </ul> Throughout the duration of the Course, students have access to comprehensive, online learning and reference materials, via TechKnowledge@'s Learning Management System (LMS).																															
<b>Course Duration</b>	6 months																															
<b>Units of Competency</b>	The BSB40920 Certificate IV in Project Management Practice is made up of 9 units of competency – 3 core units and 6 electives. To complete this qualification, you must complete ALL 9 units of competency listed below.																															
	<table border="1"> <thead> <tr> <th>Unit Code</th> <th>Unit Title</th> <th>Unit Type</th> </tr> </thead> <tbody> <tr> <td>BSBPMG420</td> <td>Apply project scope management techniques</td> <td>Core</td> </tr> <tr> <td>BSBPMG421</td> <td>Apply project time management techniques</td> <td>Core</td> </tr> <tr> <td>BSBPMG422</td> <td>Apply quality management techniques</td> <td>Core</td> </tr> <tr> <td>BSBPMG423</td> <td>Apply project cost management techniques</td> <td>Elective</td> </tr> <tr> <td>BSBPMG424</td> <td>Apply project human resources management approaches</td> <td>Elective</td> </tr> <tr> <td>BSBPMG425</td> <td>Apply project information management and communications techniques</td> <td>Elective</td> </tr> <tr> <td>BSBPMG426</td> <td>Apply project risk management techniques</td> <td>Elective</td> </tr> <tr> <td>BSBPMG427</td> <td>Apply project procurement procedures</td> <td>Elective</td> </tr> <tr> <td>BSBPMG428</td> <td>Apply project life cycle management processes</td> <td>Elective</td> </tr> </tbody> </table>	Unit Code	Unit Title	Unit Type	BSBPMG420	Apply project scope management techniques	Core	BSBPMG421	Apply project time management techniques	Core	BSBPMG422	Apply quality management techniques	Core	BSBPMG423	Apply project cost management techniques	Elective	BSBPMG424	Apply project human resources management approaches	Elective	BSBPMG425	Apply project information management and communications techniques	Elective	BSBPMG426	Apply project risk management techniques	Elective	BSBPMG427	Apply project procurement procedures	Elective	BSBPMG428	Apply project life cycle management processes	Elective	
Unit Code	Unit Title	Unit Type																														
BSBPMG420	Apply project scope management techniques	Core																														
BSBPMG421	Apply project time management techniques	Core																														
BSBPMG422	Apply quality management techniques	Core																														
BSBPMG423	Apply project cost management techniques	Elective																														
BSBPMG424	Apply project human resources management approaches	Elective																														
BSBPMG425	Apply project information management and communications techniques	Elective																														
BSBPMG426	Apply project risk management techniques	Elective																														
BSBPMG427	Apply project procurement procedures	Elective																														
BSBPMG428	Apply project life cycle management processes	Elective																														

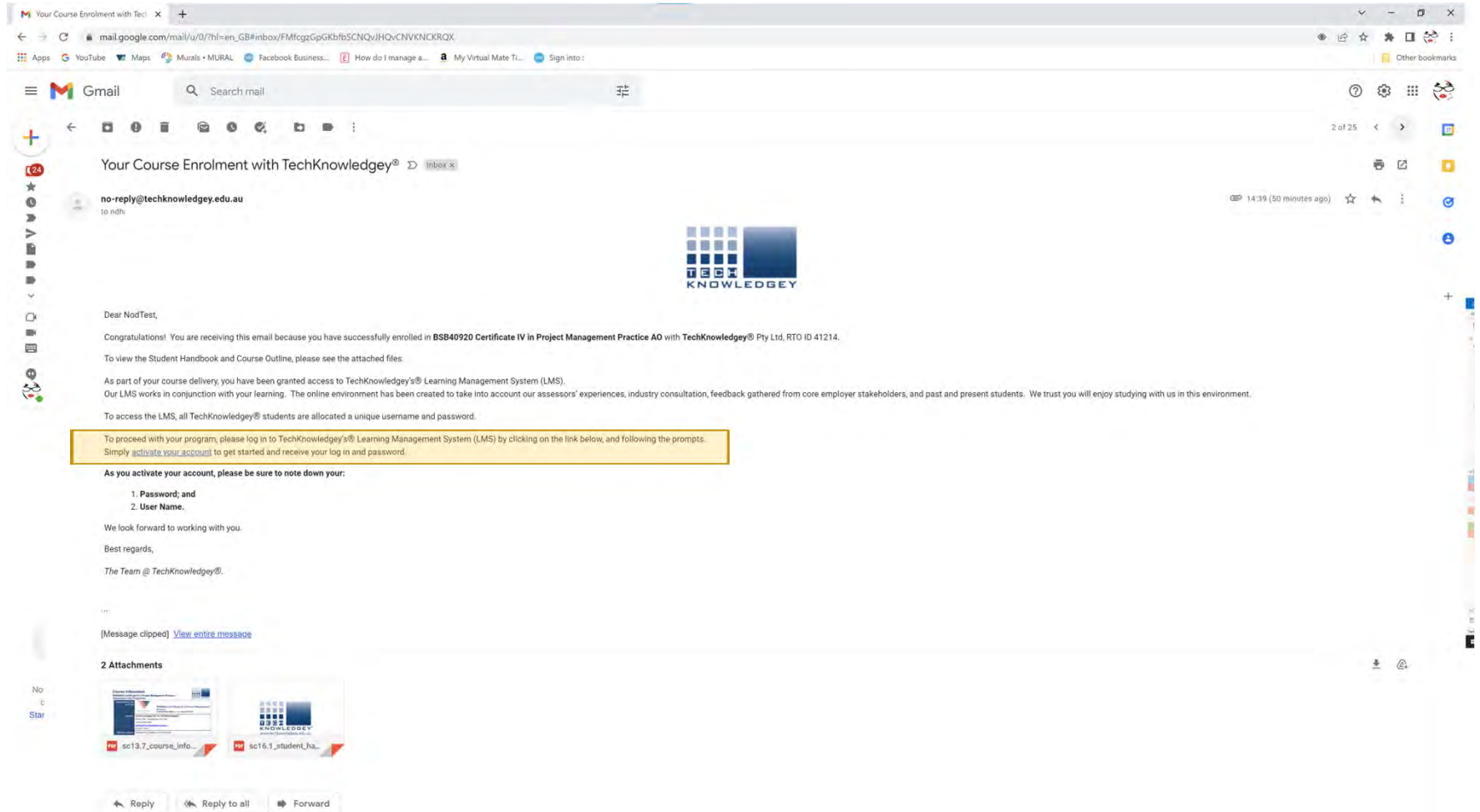
Page 1  
 TechKnowledge@ Pty Ltd | RTO ID: 41214  
 PO Box 953, Templestowe, VIC 3106 | Phone: (+613) 8539 4866  
 SC13.7 - Course Information BSB40920\_AO V2.3.docx3



# Check attachments: Student Handbook



# Click on activate your account



The screenshot shows a Gmail interface with an email from 'no-reply@techknowledgey.edu.au'. The email subject is 'Your Course Enrolment with TechKnowledgey®'. The body of the email contains the following text:

Dear NodTest,

Congratulations! You are receiving this email because you have successfully enrolled in **BSB40920 Certificate IV in Project Management Practice A0** with TechKnowledgey® Pty Ltd, RTO ID 41214.

To view the Student Handbook and Course Outline, please see the attached files.

As part of your course delivery, you have been granted access to TechKnowledgey's® Learning Management System (LMS). Our LMS works in conjunction with your learning. The online environment has been created to take into account our assessors' experiences, industry consultation, feedback gathered from core employer stakeholders, and past and present students. We trust you will enjoy studying with us in this environment.

To access the LMS, all TechKnowledgey® students are allocated a unique username and password.

To proceed with your program, please log in to TechKnowledgey's® Learning Management System (LMS) by clicking on the link below, and following the prompts. Simply [activate your account](#) to get started and receive your log in and password.

**As you activate your account, please be sure to note down your:**

1. Password; and
2. User Name.

We look forward to working with you.

Best regards,

The Team @ TechKnowledgey®.

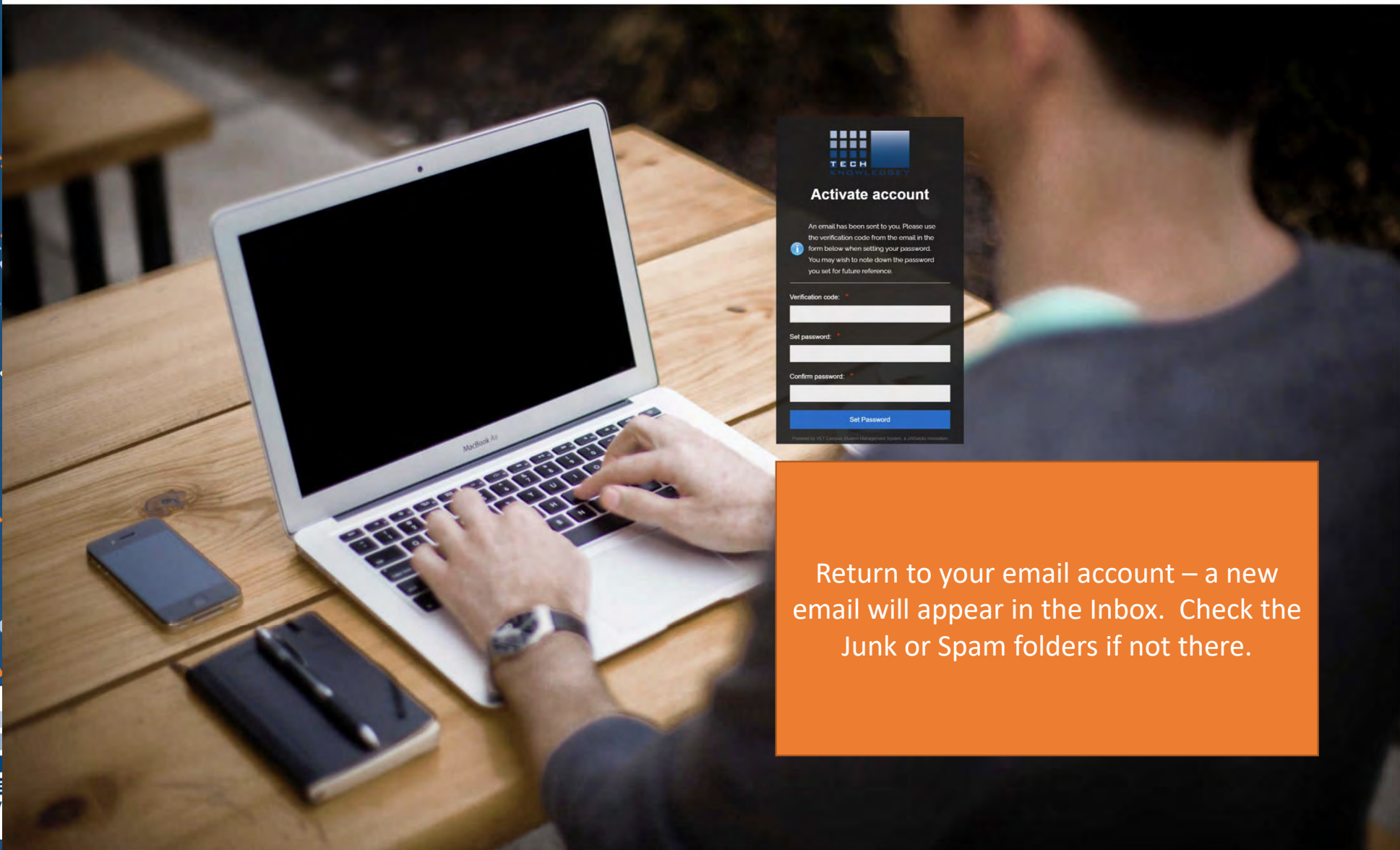
[Message clipped] [View entire message](#)

**2 Attachments**

- sc13.7\_course\_info...
- sc16.1\_student\_ha...

At the bottom of the email, there are buttons for 'Reply', 'Reply to all', and 'Forward'.





**TECH KNOWLEDGE**

### Activate account

An email has been sent to you. Please use the verification code from the email in the form below when setting your password. You may wish to note down the password you set for future reference.

Verification code: \*

Set password: \*

Confirm password: \*

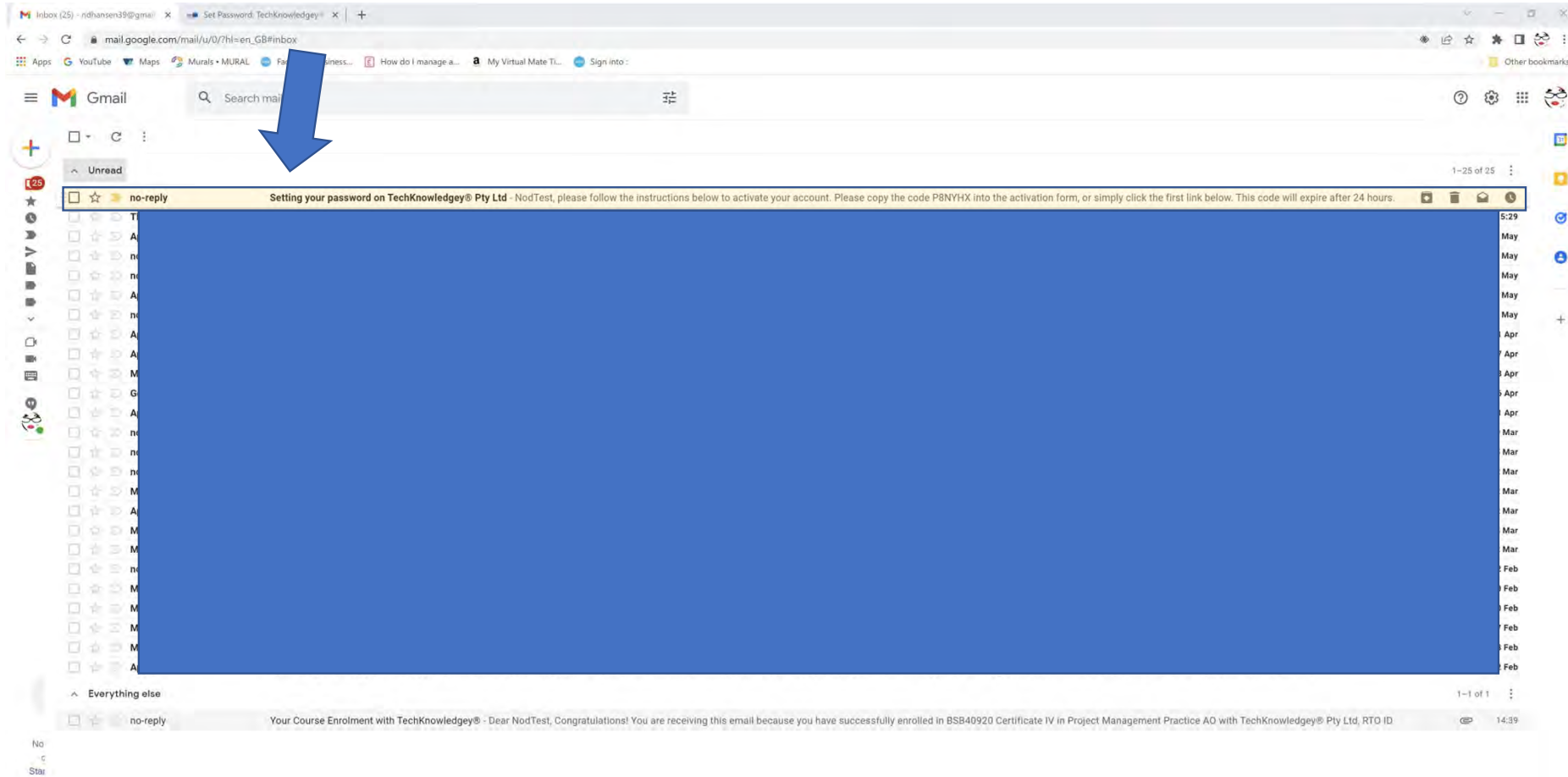
[Set Password](#)

Powered by VET Campus (Student Management System) - a MoodleLMS solution.

Return to your email account – a new email will appear in the Inbox. Check the Junk or Spam folders if not there.



# Open email: Setting your password on TechKnowledgey® Pty Ltd



# Follow the prompts in email

Setting your password on TechKnowledge® Pty Ltd

no-reply@techknowledge.edu.au  
to ndhu

15:35 (5 minutes ago)

**TECH KNOWLEDGE**

NodTest, please follow the instructions below to activate your account.

Please copy the code **P8NYHX** into the activation form, or simply click the first link below.  
This code will expire after 24 hours.

[https://techknowledge.edu.au/user/set-password.cfm?verify\\_code=P8NYHX&step=password](https://techknowledge.edu.au/user/set-password.cfm?verify_code=P8NYHX&step=password)

If you wish to complete this activation at a later time, or your verification code has expired, click the link below to start again and receive a new code.

<https://techknowledge.edu.au/user/activate.cfm?32F6C57-24AD-4ECP-48DCFD56132954DE>

---

Sent to [pbansen99+1Jun2@msn.com](mailto:pbansen99+1Jun2@msn.com) on the 1st June 2022 at 3:05 PM.

**TechKnowledge Pty Ltd**  
P (+61) 3 8539 4866  
E [info@techknowledge.edu.au](mailto:info@techknowledge.edu.au)

*If you have received this email in error, please delete it immediately.*

[Message clipped] [View entire message](#)

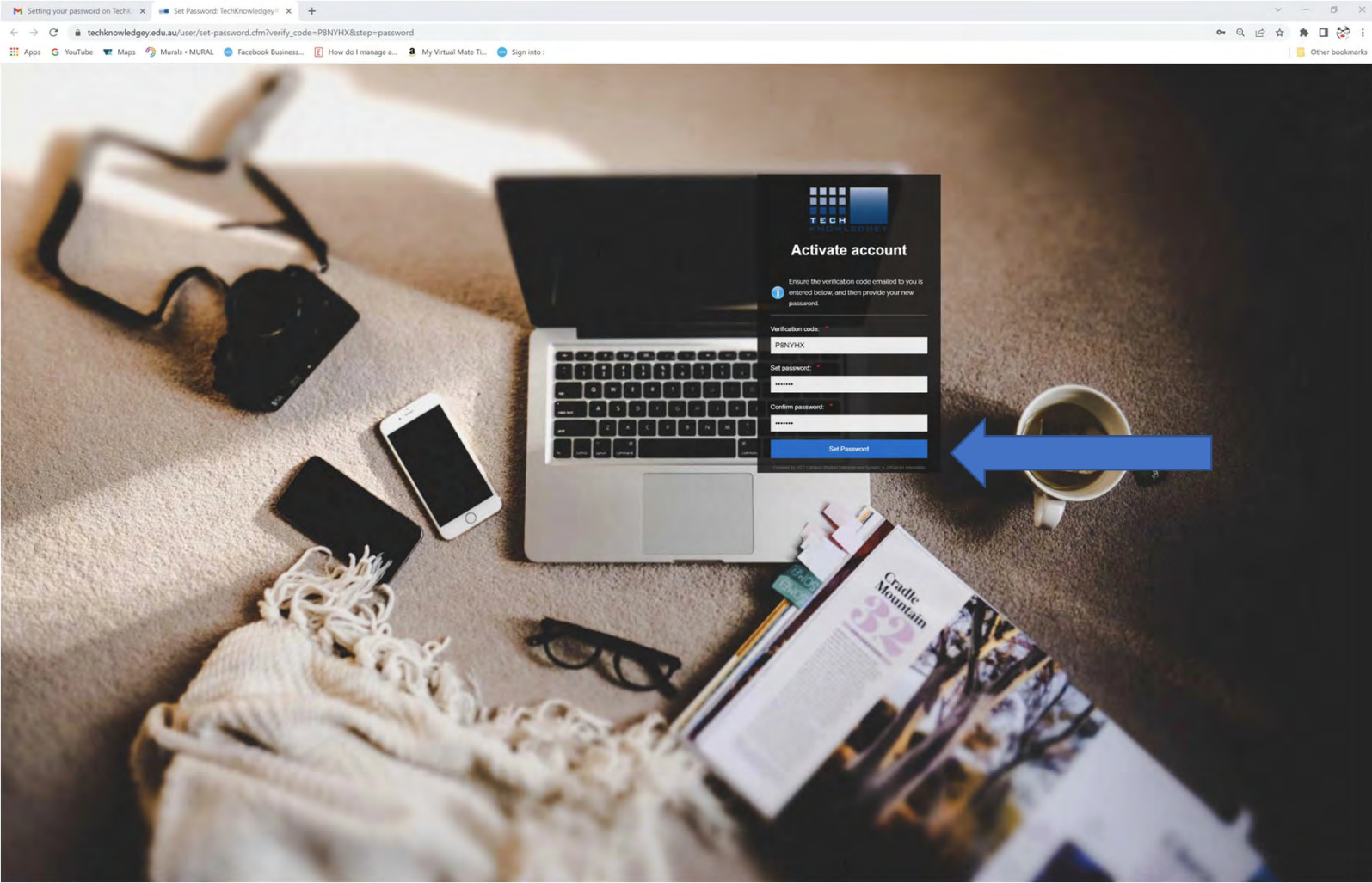
Reply Reply to all Forward

No  
c  
Star

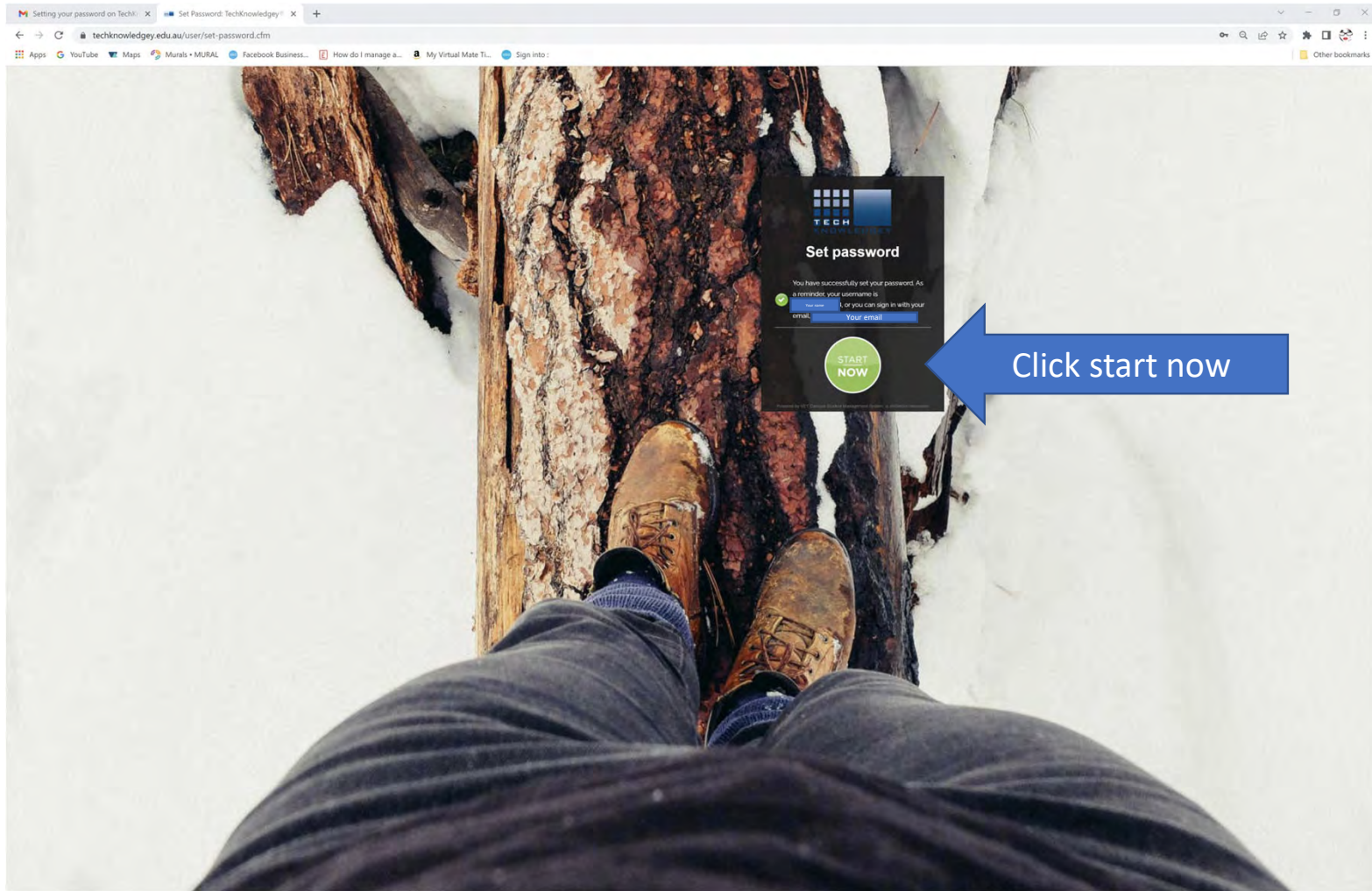




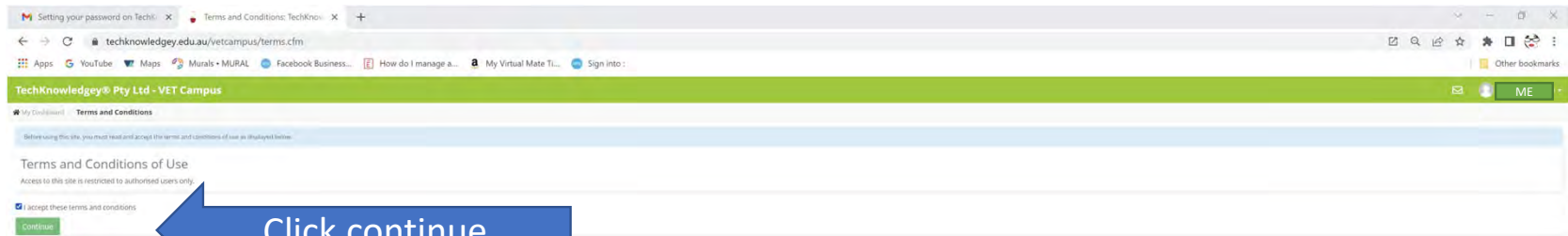
# Set your password



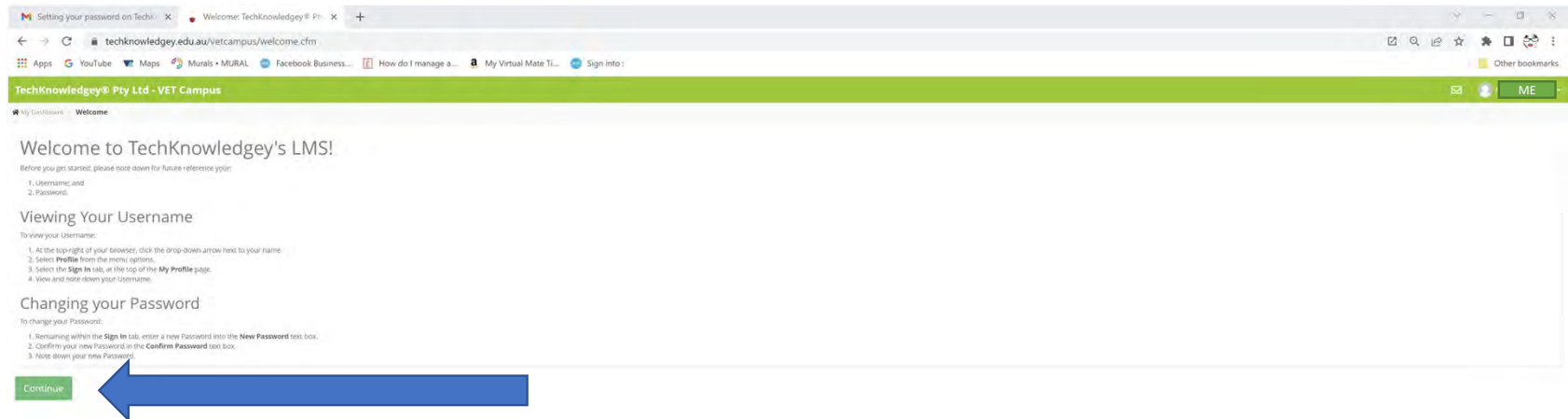
# Note Your Username! (email works too)



# Accept 'Terms and Conditions' of Use



# Click Continue after reading the Welcome note



The screenshot shows a web browser window with the URL `techknowledgegy.edu.au/vetcampus/welcome.cfm`. The page title is "TechKnowledgegy® Pty Ltd - VET Campus". The main heading is "Welcome to TechKnowledgegy's LMS!". Below this, there are three sections of instructions:

- Before you get started, please note down for future reference your:**
  1. Username, and
  2. Password.
- Viewing Your Username**

To view your Username:

  1. At the top-right of your browser, click the drop-down arrow next to your name.
  2. Select **Profile** from the menu options.
  3. Select the **Sign In** tab, at the top of the **My Profile** page.
  4. View and note down your Username.
- Changing your Password**

To change your Password:

  1. Remaining within the **Sign In** tab, enter a new Password into the **New Password** text box.
  2. Confirm your new Password in the **Confirm Password** text box.
  3. Note down your new Password.

At the bottom left of the page, there is a green button labeled "Continue". A large blue arrow points from the right towards this button.



# Complete all the details

This information must be completed fully and accurately. Please see the Student Handbook for an explanation of how this information is used.

The screenshot shows a web browser window displaying the 'Review Details' page for a user on the TechKnowledge VET Campus. The page is titled 'TechKnowledge Pty Ltd - VET Campus' and has a 'ME' profile icon in the top right. The main content area is a form with several sections, each with a title and a list of input fields:

- Identification:** Includes fields for 'Title' (with a dropdown menu), 'Gender' (with radio buttons for Male, Female, Other), and 'DOB' (with a 'Birth Date' field).
- Contact Details:** Includes fields for 'Mobile Phone' and 'Home Phone'.
- Residential Address:** Includes a 'Type your address' field with a placeholder '123 Some Street, Suburb, City' and a 'Show Address Field' link.
- Postal Address:** Includes a checkbox 'Use same address as above for postal address' with 'Yes' and 'No' options.
- Cultural Diversity:** Includes a dropdown for 'In which country were you born?', a dropdown for 'I declare that I am', and a dropdown for 'Are you of Aboriginal or Torres Strait Islander origin?'. Each dropdown has a 'Please select' prompt.

The browser's address bar shows the URL 'techknowledge.edu.au/vetcampus/profile/personal/review.cfm'. The browser's taskbar at the bottom shows several open applications, including YouTube, Maps, and Facebook Business.



# USI – please provide and click Update Profile

The image displays two web pages side-by-side. On the left is the 'TechKnowledge® Pty Ltd - VET Campus' profile page. It features a sidebar with navigation icons and a main content area with the following sections:

- St Clares**
- Are you still attending secondary school?** (Yes/No)
- Previous Qualification Achieved**: A list of qualifications with checkboxes and dropdown menus for recognition (e.g., Australian).
- Employment Status**: A dropdown menu for current employment status (e.g., Full time employee).
- Reason for Study**: A dropdown menu for the main reason for undertaking the study (e.g., For personal interest or self-development).
- USI**: A section with a text input field for the Unique Student Identifier (USI) and a 'USI Code' field.
- Buttons**: 'Update Profile', 'Update Profile without a USI', and 'Save' buttons.

On the right is the 'USI Unique Student Identifier' website. It includes a search bar and navigation tabs for 'For students', 'For providers', 'VET transcripts', 'About us', 'Help', and 'Login to the USI registry'. The main content area is titled 'Find your USI' and lists four methods to find a USI:

- Email address**: Enter the email address used on your USI account and click 'Submit'.
- Mobile number**: Enter the mobile number used on your USI account and your date of birth and click 'Submit'.
- Personal details and check questions**: Fill out your Family Name, Date of Birth and Gender and at least one of the following: First/Given Name.
- Personal details and an ID document**: Enter your First/Given and Family/Last Name, Date of Birth, Gender, Town/City of Birth, and either your Email Address, Mobile Number or...

Below this is a 'Get a USI' section with a 'Click here to Get your USI' button. Further down is a 'Video for students' section with a video player and a 'Using Digital Identity to create your USI' section.

Blue arrows indicate the flow of information: one arrow points from the 'Update Profile' button on the profile page to the 'Get a USI' button on the USI website, and another arrow points from the 'USI Code' field on the profile page to the 'Get a USI' section on the USI website.



# You are ready to start!

Setting your password on Tech... Online Learning: TechKnowledge...  
techknowledge.edu.au/learning/index.cfm

Apps YouTube Maps Murals • MURAL Facebook Business... How do I manage a... My Virtual Mate Tr... Sign into:

TechKnowledge® Pty Ltd - VET Campus for Online Learning

Learning

B5840920 Certificate IV in Project Management Practice\_Initial

You haven't started your online learning yet. Click on the button below to get started.

Start Now

TechKnowledge's B5840920 Certificate IV in Project Management Practice requires successful completion of 9 Units of Competency:

1. BSBPMG420 Apply project scope management techniques
2. BSBPMG421 Apply project time management techniques
3. BSBPMG422 Apply project quality management techniques
4. BSBPMG423 Apply project cost management techniques
5. BSBPMG424 Apply project human resources management approaches
6. BSBPMG425 Apply project information management and communications techniques
7. BSBPMG426 Apply project risk management techniques
8. BSBPMG427 Apply project procurement procedures
9. BSBPMG428 Apply project life cycle management processes

**Pathways into the qualification**  
Preferred pathways for candidates considering this qualification include:

- Completion of a Certificate III level qualification from the BSB training package; or
- Vocational experience in project based work.

**Pathways from the qualification**  
After achieving this qualification, in order to further their project management capabilities, candidates may choose to undertake:

- BSB56820 Diploma of Project Management.

Who's On

My Calendar

June 2022

Mon Tue Wed Thu Fri Sat Sun

My Tasks

My Work

My Learning

B5840920 Certificate IV in Project Management Practice\_Initial

TechKnowledge's B5840920 Certificate IV in Project Management Practice requires successful completion of 9 Units of Competency:

1. BSBPMG420 Apply project scope management techniques
2. BSBPMG421 Apply project time management techniques
3. BSBPMG422 Apply project quality management techniques
4. BSBPMG423 Apply project cost management techniques
5. BSBPMG424 Apply project human resources management approaches
6. BSBPMG425 Apply project information management and communications techniques
7. BSBPMG426 Apply project risk management techniques
8. BSBPMG427 Apply project procurement procedures
9. BSBPMG428 Apply project life cycle management processes

**Pathways into the qualification**  
Preferred pathways for candidates considering this qualification include:

- Completion of a Certificate III level qualification from the BSB training package; or
- Vocational experience in project based work.

**Pathways from the qualification**  
After achieving this qualification, in order to further their project management capabilities, candidates may choose to undertake:

- BSB56820 Diploma of Project Management.

Not started

Learning access ends 01/07/2023

View Certificate IV Start

4 of 3,178 01/06/2022

**Student News**

It is important to maintain current records. Please update your details in the LMS and ensure that your date of birth, address, and education history etc. have been correctly entered. You can check on your currently provided details by going to your Profile. Please also click on the AVEIMSS tab and complete the fields. If you are wondering why or how this information is used, please read on.

read more

Melbourne, VIC, February 10, 2021 – TechKnowledge®, the leading performance-based training provider of professional development, business acumen and project management skills, today launched a new digital badging program for its certification holders. Individuals who complete the required courses and assessments will earn a TechKnowledge® digital credential.

read more

Don't get left behind by technology!

read more

Check this space if you want to catch up on up to date news. ☺

read more

