


# Course Information

## BSB41515 Certificate IV in Project Management Practice



<b>Qualification Code and Title</b>	 <p>NATIONALLY RECOGNISED TRAINING</p> <b>BSB41515 Certificate IV in Project Management Practice</b>
<b>Provider</b>	<b>TechKnowledgey Pty Ltd (TechKnowledgey)</b> PO Box 953, Templestowe VIC 3106 (+613) 9444 8539 <a href="mailto:learning@techknowledgey.edu.au">learning@techknowledgey.edu.au</a> RTO ID: 41214
<b>Delivery Location</b>	At enrolment, the location for the training is determined by consultation with the employer and the student. The training location may be your workplace, a hosted learning centre, or TechKnowledgey's training premises:  <b>TechKnowledgey Learning Hub</b> Suite 11, L1 Midway Arcade 974 Main Road Eltham VIC 3095  TechKnowledgey will ensure that the training location is suitable, and meets the requirements for this qualification. (For all workplace delivery locations, the <i>Delivery Site Inspection Checklist</i> will be used, to determine suitability of the location.)
<b>Delivery Mode</b>	This qualification is delivered via a blended approach to training and assessment, consisting of: <ul style="list-style-type: none"><li>▪ 4 full-day training sessions, distributed across the period of the course duration (on dates scheduled to suit students' learning and operational requirements); and</li><li>▪ online and workplace-based learning throughout the period of the course duration.</li></ul>
<b>Course Duration</b>	6 months minimum

<b>Units of Competency</b>	<p>The BSB41515 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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">BSBPMG409</td> <td style="width: 65%;">Apply project scope management techniques</td> <td style="width: 20%;">Core</td> </tr> <tr> <td>BSBPMG410</td> <td>Apply project time management techniques</td> <td>Core</td> </tr> <tr> <td>BSBPMG411</td> <td>Apply quality management techniques</td> <td>Core</td> </tr> <tr> <td>BSBPMG412</td> <td>Apply project cost management techniques</td> <td>Elective</td> </tr> <tr> <td>BSBPMG413</td> <td>Apply project human resources management approaches</td> <td>Elective</td> </tr> <tr> <td>BSBPMG414</td> <td>Apply project information management and communications techniques</td> <td>Elective</td> </tr> <tr> <td>BSBPMG415</td> <td>Apply project risk management techniques</td> <td>Elective</td> </tr> <tr> <td>BSBPMG416</td> <td>Apply project procurement procedures</td> <td>Elective</td> </tr> <tr> <td>BSBPMG417</td> <td>Apply project life cycle management processes</td> <td>Elective</td> </tr> </table>	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
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<b>Entry requirements</b>	<p>There are no pre-requisites for this qualification or any of the units of competency contained within it. However, TechKnowledge requires that students:</p> <ul style="list-style-type: none"> <li>▪ have completed year 12 or equivalent;</li> <li>▪ are over the age of 18;</li> <li>▪ are capable and have a suitable level of language, literacy and numeracy to complete the course requirements, with or without the additional support which TechKnowledge is able to provide;</li> <li>▪ currently occupy a role relevant to the course, and the subject-area of the qualification;</li> <li>▪ are currently employed at a workplace suitable for undertaking the assessments, and where the required resources are available;</li> <li>▪ have received the employer's commitment to support the student and the Workplace Project Mentor (WPM) throughout the duration of the course; and</li> <li>▪ have received the WPM's commitment to support them in completing the workplace-based assessments.</li> </ul>																											

<p><b>Recognition of Prior Learning</b></p>	<p>Recognition of Prior Learning (RPL) is available and all students are offered the opportunity to participate in RPL upon application.</p> <p>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>RPL is recommended as an option where individuals have been working in a relevant job role for at least 2 years.</p> <p>To apply for RPL, you will need to fill in a part of the <i>RPL Student Kit</i> and return it with an <i>RPL Application Form</i>. 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"> <li>▪ \$100.00 Application fee, upon submitting the <i>RPL Application Form</i>; and</li> <li>▪ \$350.00 per unit of competency to complete the RPL process.</li> </ul> <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 completing the remaining units by normal training and assessment, your course fees will be adjusted on a per-unit basis, to reflect the number of units completed via RPL.</p> <p>For more information about submitting an application for RPL, contact our head office.</p>
<p><b>Course Credit</b></p>	<p>Course Credit is a formal mechanism for recognising previous studies completed, for the purpose of reducing the number of units which must be completed in your current qualification.</p> <p>All students are offered the opportunity to apply for Course Credit upon application. A student can access Course Credit, by completing the <i>Credit Application Form</i> and submitting relevant supporting documents. You will be advised in writing of the outcome of your credit application.</p> <p>In some cases, credits may lead to a reduction in the course fees, as there is less work involved in delivering your course. Any reduction in fees will be advised to you in writing.</p> <p>More details regarding Course Credit are provided in the <i>Student Handbook</i> and <i>Credit Policy &amp; Procedures</i>. For any additional questions regarding Course Credit, please contact us to discuss further.</p>
<p><b>Pathways</b></p>	<p><b>Pathways into the qualification</b></p> <p>Preferred pathways for students considering this qualification include:</p> <ul style="list-style-type: none"> <li>▪ Completion of a certificate III level qualification from the BSB training package; or</li> <li>▪ Vocational experience in project-based work.</li> </ul> <p><b>Pathways from the qualification</b></p> <p>After achieving this qualification students may, in order to progress into project management, undertake:</p> <ul style="list-style-type: none"> <li>▪ BSB51415 Diploma of Project Management</li> </ul>

**Learning  
Arrangements**

Training will consist of 4 full-day sessions, distributed across the period of the course duration. These face-to-face training days are scheduled by agreement with employers and students, to suit their learning and operational needs.

Throughout the period of the course duration, students are required to complete a minimum of 7 hours of independent study each week.

Independent study will consist of students:

- reading the online materials and class materials;
- discussing their work with their trainer/ assessor, Workplace Project Mentor, project stakeholders and other students; and
- working as part of a group to develop their workplace-based Action Learning Projects.

Access to all learning and reference materials is available to students through TechKnowledge's Learning Management System (LMS).

Throughout the enrolment period, students will be supported in developing their Action Learning Projects – and their project management knowledge and skills – by an assigned Workplace Project Mentor, as described above.

Students can also access support from their trainer/ assessor throughout this time, via phone or email, if they have any questions about their learning, project work or assessment tasks.

### Workplace Involvement

TechKnowledge will work with the relevant workplace manager (e.g. Learning & Development Coordinator):

- at Pre-Enrolment, to confirm –
  - the relevance of the student's current role to the course and the qualification;
  - the suitability and availability of required workplace resources for the course;
  - the employer's commitment to support the student and the Workplace Project Mentor (WPM), as they participate in workplace-based assessment;
- at Enrolment, to –
  - review workplace needs;
  - schedule training dates and venues; and
- during the course of the student's enrolment, to –
  - facilitate communication between the WPM, the employer and the student, where required.

TechKnowledge will work with the nominated Workplace Project Mentor (WPM):

- at Pre-Enrolment, to confirm –
  - the WPM's commitment to support the student, as they undertake their assessments; and
- during the course of the student's enrolment, to –
  - facilitate communication between the WPM, the employer and the student, where required.

Throughout the course of the student's enrolment, the WPM will:

- oversee the development of the student's workplace-based Action Learning Project (ALP);
- offer advice and assistance, where required, regarding development of the ALP; and
- provide *Third Party Observation Reports* to TechKnowledge, confirming the relevance and consistency of skills demonstrated in the workplace by the student.

The WPM will complete and sign the relevant *Third Party Observation Report* for each unit undertaken by the student. The student will include the *Third Party Observation Report* with their submission of the completed *Performance Evidence Assessment Tool (PEAT)* report for the unit. (The student may wish to show the completed *PEAT* report to their WPM, prior to finalisation of the *Third Party Observation Report*.)

The *Third Party Observation Report* will be used as supplementary evidence, as only the qualified assessor will be making a decision on competency for the unit. However, the assessor will use the *Third Party Observation Report* as evidence to support this decision.

<p><b>Additional Support</b></p>	<ul style="list-style-type: none"> <li>▪ Enrolment Forms and the <i>Language, Literacy and Numeracy (LLN) Assessment</i> are to be reviewed by the trainer/ assessor, to identify if the student has indicated they require any additional support.</li> <li>▪ Disability, learning, English language, literacy and numeracy needs will all be considered at the point of application, to assess individual needs.</li> <li>▪ Individual needs may also be identified verbally or in written correspondence during the Pre-Enrolment and Enrolment processes, or first weeks of training.</li> <li>▪ 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 for 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.</li> <li>▪ A student may not be offered a place for enrolment, if the RTO is not able to support the student in the course.</li> </ul> <p>An individual support plan may be developed to outline the support required for the student, which may include:</p> <ul style="list-style-type: none"> <li>▪ Additional one-on-one support from the trainer/ assessor (such as additional meetings, phone calls or emails).</li> <li>▪ Adjustments to the way training resources are accessed or provided.</li> <li>▪ Adjustments to the way assessments are to be conducted, or extra time for assessments – e.g. verbal responses instead of written.</li> <li>▪ Linking with additional resources in the community.</li> </ul>
<p><b>Assessment Arrangements</b></p>	<p>Assessment is conducted through a variety of assessment methods including:</p> <ul style="list-style-type: none"> <li>▪ <b>Product-based methods</b>, including completion of individual <i>Performance Evidence Assessment Tools (PEATs)</i>, which relate to the Action Learning Project work undertaken in a group at the student’s workplace, and in consultation with a nominated Workplace Project Mentor (WPM);</li> <li>▪ <b>Third party evidence</b>, including WPM confirmation of consistent workplace performance, as part of the Action Learning Project (provided through <i>Third Party Observation Reports</i>); and</li> <li>▪ <b>Questioning</b>, including completion of written activities, <i>Knowledge Evidence Assessment Tools (KEATs)</i>.</li> </ul>

<p><b>Resource Requirements</b></p>	<p>Students are expected to bring with them for face-to-face training sessions, as required:</p> <ul style="list-style-type: none"><li>▪ writing materials; and</li><li>▪ laptops or tablets.</li></ul> <p>For accessing learning content and completing assessments via TechKnowledge's LMS, students require:</p> <ul style="list-style-type: none"><li>▪ a tablet, laptop or PC for accessing and uploading content;</li><li>▪ a reliable Internet connection; and</li><li>▪ compatible browser software.</li></ul> <p>For completing the assessment tasks and learning activities, students require:</p> <ul style="list-style-type: none"><li>▪ access to workplace documentation, including policies and procedures; and</li><li>▪ the ability to plan and implement a project in a group.</li></ul> <p>Other learning materials will be provided by TechKnowledge.</p>
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### 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:

- \$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 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).



<p><b>How to Apply/ Enrol</b></p>	<p>The Pre-Enrolment and Enrolment processes for this course are made up of the following steps.</p> <p><b>Pre-Enrolment process</b></p> <ol style="list-style-type: none"> <li>1) Student completes Application Form, including AVETMISS details and USI.</li> <li>2) Student Completes Language Literacy and Numeracy (LLN) Assessment.</li> <li>3) Student gains workplace approval for enrolment.</li> <li>4) Student secures agreement from Workplace Project Mentor.</li> <li>5) TechKnowledge assesses student's application.</li> </ol> <p><b>Enrolment process</b></p> <ol style="list-style-type: none"> <li>6) Student undertakes Induction Briefing.</li> <li>7) Student is enrolled in course.</li> </ol> <p>The Pre-Enrolment and Enrolment processes for this course are fully described for prospective students in an overview flowchart and detailed presentation, in the <i>Student Handbook</i>.</p>
<p><b>Contact Details</b></p>	<p>Any questions about this course can be directed to:</p> <p><b>Tor Hansen – Director</b>  <b>TechKnowledge Pty Ltd</b>          PO Box 953, Templestowe VIC 3106          (+613) 8418 0798  <a href="mailto:learning@techknowledge.edu.au">learning@techknowledge.edu.au</a></p>

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