Course Information

BSB40920 Certificate IV in Project Management Practice – Assessment Only Programme

Qualification Code and Title	**BSB40920 Certificate IV in Project Management Practice** **Training Product Status: Current as of 19/10/2020**
Provider	**TechKnowledgey® Pty Ltd (TechKnowledgey®)** PO Box 953, Templestowe VIC 3106 +61 489 270 661 learning@techknowledgey.edu.au RTO ID: 41214
Delivery Location	Assessment completed in your workplace and online.
Delivery Mode	TechKnowledgey's® Assessment Only Pathway for 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 Pathway offers an efficient pathway to accreditation for such students: • removing the requirement to complete a training delivery component; and • guiding the student through the completion of practical, workplace-based assessments. Throughout the duration of the Course, students have access to comprehensive, online learning and reference materials, via TechKnowledgey's® Learning Management System (LMS).
Course Duration	• Standard: 6 months. • Extended enrolments available for employer-sponsored cohorts. Please contact our consultants for more information.
Units of Competency	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:

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

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: ▪ have completed year 12 or equivalent; ▪ are over the age of 18; ▪ are capable and have a suitable level of language, literacy and numeracy to complete the course requirements, with or without the additional support which TechKnowledgey® is able to provide; ▪ are capable of proceeding directly to the summative assessments, without the need for training; ▪ have relevant knowledge and experience, from a current or previous role, in the subject-area of the qualification; ▪ if completing a workplace project, have access to a workplace suitable for undertaking the assessments, and where the required resources are available; ▪ if completing a workplace project, have received your employer's commitment to support you and your Workplace Project Mentor (WPM) throughout the duration of the course; and ▪ if completing a workplace project, have received your WPM's commitment to support you in completing the workplace-based assessments. **Please note**: If you are between roles, returning to work, or do not have access to a suitable workplace project, you can complete your assessments within TechKnowledgey's® simulated workplace, through our LMS, with mentoring support, instead of a workplace project.
Recognition of Prior Learning	Recognition of Prior Learning (RPL) is available and all students are offered the opportunity to participate in RPL upon application. 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. RPL is recommended as an option where individuals have been working in a relevant job role for at least 2 years. Details of the RPL Process are set out in TechKnowledgey's® Student Handbook. Fees applicable for RPL are as follows: ▪ $100.00 Application fee, upon submitting the *RPL Application Form*; and ▪ $350.00 per unit of competency to complete the RPL process. 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. If you are applying for some units by RPL, and completing the remaining units through normal assessment, your course fees will be adjusted on a per-unit basis, to reflect the number of units completed via RPL. For more information about submitting an application for RPL, contact our head office.

Course Credit	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. All students are offered the opportunity to apply for Course Credit upon application. A student can access Course Credit, by completing the *Credit Application Form* and submitting relevant supporting documents. You will be advised in writing of the outcome of your credit application. 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. More details regarding Course Credit are provided in the *Student Handbook* and *Credit Policy & Procedures*. For any additional questions regarding Course Credit, please contact us to discuss further.
Pathways	**Pathways into the qualification** Preferred pathways for students 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 students may, in order to progress within project management, undertake: ▪ BSB50820 Diploma of Project Management.
Learning Arrangements	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; ▪ discussing their work with their trainer/ assessor, Workplace Project Mentor, project stakeholders and other students; and ▪ working to develop their workplace-based Action Learning Projects. Access to all learning and reference materials is available to students through TechKnowledgey'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 below. Students can also access support from their trainer/ assessor throughout this time, via phone or messaging within the LMS, if they have any questions about their learning, project work or assessment tasks.

Workplace Involvement	TechKnowledgey® will work with the relevant workplace manager (e.g. Learning & Development Coordinator), as required:
	▪ 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; and
	▪ during the course of the student's enrolment, to –
	  ○ facilitate communication between the WPM, the employer and the student.
	TechKnowledgey® will work with the nominated Workplace Project Mentor (WPM), as required:
	▪ at the start of 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.
	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 TechKnowledgey®, 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 make a decision on competency for the unit. However, the assessor will use the *Third Party Observation Report* as evidence to support this decision.

Additional Support	▪ Enrolment Forms and the *Language, Literacy and Numeracy (LLN) Assessment* are to be reviewed by the trainer/ assessor, to identify if the student has indicated they require any additional support. ▪ Disability, learning, English language, literacy and numeracy needs will all be considered at the point of application, to assess individual needs. ▪ Individual needs may also be identified verbally or in written correspondence during the Pre-Enrolment and Enrolment processes, or first weeks of training. ▪ Where individual support needs have been identified, the trainer/ assessor 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 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. ▪ A student may not be offered a place for enrolment, if the RTO is not able to support the student in the course. An individual support plan may be developed to outline the support required for the student, which may include: ▪ Additional one-on-one support from the trainer/ assessor (such as additional meetings, phone calls or emails). ▪ Adjustments to the way reference resources are accessed or provided. ▪ Adjustments to the way assessments are to be conducted, or extra time for assessments – e.g. verbal responses instead of written. ▪ Linking with additional resources in the community.
Assessment Arrangements	Assessment is conducted through a variety of assessment methods including: ▪ **Product-based methods,** including completion of – o *Case Study Reports*, capturing planning and implementation details relevant to the scenario presented, focus area for the Unit, and stage in the project lifecycle; o individual *Performance Evidence Assessment Tools (PEATs)*, which relate to the Action Learning Project work undertaken at the student's workplace, and in consultation with a nominated Workplace Project Mentor (WPM); ▪ **Third party evidence,** including WPM confirmation of consistent workplace performance, as part of the Action Learning Project (provided through *Third Party Observation Reports*); and ▪ **Questioning,** including completion of written activities, *Knowledge Evidence Assessment Tools (KEATs)*.

Resource Requirements	For accessing reference and assessment materials hosted on TechKnowledgey's® LMS, students require: ▪ a tablet, laptop or PC for accessing and uploading content; ▪ a reliable Internet connection; and ▪ compatible browser software. For completing assessments in the Assessment Only Programme, students require: ▪ access to workplace documentation, including policies and procedures; and ▪ the ability to plan and implement a workplace-based Action Learning Project. These requirements are communicated to both students and their employer organisations upon enrolment into the course.
Costs	The course fees for completing all 9 units are **$1,485.00** per student. There is no GST applicable for Nationally Recognised Training. **Student Payment Plan** Where students are paying their own course fees, they are charged at the following milestones: ▪ $150.00 application assessment fee (non-refundable) ▪ $1335.00 balance of fees payable in 2 x monthly instalments: ○ Payment 1 of 2: $667.50 1 month after application fee payment ○ Payment 2 of 2: $667.50 1 month after Payment 1 Individuals enrolling in this course can pay the course fees by Credit Card. **Employer Payments** Where the employer is paying the course fees on behalf of the student, the full course fees are payable upon receipt of the student's course registration. Employers are required to pay the full course fees on receipt of invoice by EFT, Credit Card direct debit, cheque, or cash. Invoice terms are 14 days. **Additional costs which may be incurred in connection with this course include:** ▪ After 3 unsuccessful submission attempts for an assessment piece, a Reassessment Fee will be chargeable ($350.00 per unit, ex GST). ▪ Reissuance of a certification document, e.g. qualification/ statement of attainment ($50.00 per document, ex GST). ▪ Extensions to enrolment period ($100.00 ex GST per month: maximum of 18 months from original enrolment end date). 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.

How to Apply/ Enrol	The Pre-Enrolment and Enrolment processes for this course are made up of the following steps. **Pre-Enrolment process** 1) The student enquires about the course. 2) TechKnowledgey® sends the student a link to our online pre-enrolment process, which guides the student through the following steps: • Logging into our Learning Management System (LMS). • Reading the *Course Information Document* (this document), viewing the *Induction Presentation*, and reading the *Student Handbook*. • Providing a current CV. • Completing the written Language, Literacy & Numeracy (LLN) Assessment. • Undertaking a short Interview (including the oral LLN component). 3) TechKnowledgey® assesses the student's application. **Enrolment process** 4) TechKnowledgey® approves the student's enrolment. 5) The student completes the online enrolment form, including AVETMISS details and USI declaration. 6) The student is enrolled in the course. 7) The student secures agreement from a Workplace Project Mentor. 8) The student commences their course. The Pre-Enrolment and Enrolment processes for this course are fully described for prospective students in an overview flowchart and detailed presentation, in the *Student Handbook*.
Contact Details	Any questions about this course can be directed to: **Tor Hansen – Managing Director** **TechKnowledgey® Pty Ltd** PO Box 953, Templestowe VIC 3106 +61 489 270 661 learning@techknowledgey.edu.au

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