

**CERTIFICATE IV IN PROJECT MANAGEMENT BSB41507**  
**(Workplace Delivery)**

Training and Assessment Plan

Developed by:

NDA Tasmania



# Certificate IV in Project Management BSB41507

This outline describes delivery of the qualification at the workplace. Enrolment for this qualification entitles the student to attend any relevant NDA classroom training course free of charge. NDA classroom courses relevant to this qualification include:

- Managing Successful Projects (2 day course)
- Microsoft Project (2 day course)

Whilst attendance at these courses is entirely optional it should be noted that successful completion of the qualification requires the student to demonstrate competency in the use of Microsoft Project. If the student does not have access to Project software at the workplace then attendance at NDA's Microsoft Project course will be essential.

## Aims and Outcomes

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

## Career Opportunities

Graduates are qualified to gain employment as project team members in a wide range of industries.

## About this Course

The Certificate IV in Project Management has been designed to equip the participants with the essential skills, knowledge and attributes required to work effectively in any industry. Project team members are required to perform a multitude of tasks within the scope of human resources, information systems, task execution, risk management and quality management.

## Course Content

Eight units as described below:

Unit No	Unit Title
BSBPMG401A	Apply scope management techniques
BSBPMG402A	Apply time management techniques
BSBPMG403A	Apply cost management techniques
BSBPMG404A	Apply quality management techniques
BSBPMG405A	Apply human resource management approaches
BSBPMG406A	Apply communications management techniques
BSBPMG407A	Apply risk management techniques
BSBPMG408A	Apply contract and procurement techniques

## Entry Requirements

There are no entry requirements for this qualification.

## Pathways into the Qualification

Preferred pathways for candidates considering this qualification include:

BSB30107 Certificate III in Business or other relevant qualification/s

OR

with extensive vocational experience in project-based work without a formal project management qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administrative Officer
- Customer Service Advisor
- Personal Assistant
- Small Business Assistant
- Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

## Pathways from the Qualification

After achieving this qualification candidates may undertake:

BSB51407 Diploma of Project Management.

## Program Delivery

This program is delivered at the workplace by self-study of the supplied resource materials. The supplied resource materials include:

- The Project Management Body of Knowledge (PMBOK) as developed by the Project Management Institute. This is a substantial reference manual with a module devoted to each of the eight units required for the qualification.
- Project management templates.
- The Tasmanian Government's online project management resource at [http://www.egovernment.tas.gov.au/project\\_management](http://www.egovernment.tas.gov.au/project_management).
- Sample Microsoft Project schedules supplied by NDA.
- Assessment instruments supplied by NDA for each unit.
- Case studies supplied by NDA that augment the written assessment papers.

# Program Assessment

## Assessment Overview

It is essential that evidence for assessment for each unit be provided from **multiple complex projects**:

- **Multiple projects** means that, for each unit, evidence be provided from more than one project.
- **Complex projects** are defined as projects which involve:
  - The need for a comprehensive project plan.
  - The need for a formal communications strategy.
  - A dedicated project budget.
  - Multiple administrative and operational components.
  - A wide range of stakeholders.
  - A project team.

Assessment for this qualification is **holistic**, as recommended in the unit outlines. Holistic means that:

- The content of each unit is not viewed in isolation but in relation to the other units in the qualification.
- Performance will be assessed through a range of assessment strategies.

## Assessment Strategies

The assessment strategies include:

- Completion of NDA's assessment instruments comprising:
  - Written papers which, in combination with the other assessment strategies, allow the student to demonstrate competency in the performance criteria specified for each unit. In most instances this will be based on the application of project management skills in real projects at the student's workplace.
  - Practical exercises completed using project management software. These exercises allow the student to demonstrate competency in the use of technologies that are typically used to support the project management process.
  - Completion of templates that correspond to key project management tasks such as, but not limited to, a feasibility study, project plan or risk management plan. Successful completion of the templates demonstrates an ability to apply project management skills - either at the workplace or in a simulated workplace environment.
- Production of relevant workplace documentation.

## The Location and Timing of Assessment

Assessment of your completed assessment materials will take place at your workplace. NDA's assessor will arrange with you a mutually convenient time for visits.

## The Use of a Simulated Environment in Assessment

Given that candidates for this qualification are working in some form of project-oriented environment it is likely that the majority of assessment will be based on real workplace projects and that assessment based on a simulated environment will only be required for elements where the candidate's employment background does not include all activities required to meet the specified performance criteria.

**Evidence Gathering for Assessment**

<b>Unit of Competence</b>	<b>Elements</b>	<b>Assessment Methods *</b>	<b>Templates to be Completed</b>
Apply Scope Management Techniques	1-2	Written answers to NDA assessment material Production of relevant workplace documentation	Scope Statement Work Breakdown Structure
Apply Time Management Techniques	1-3	Written answers to NDA assessment material Production of relevant workplace documentation	Project Schedule Schedule Variance Analysis
Apply Cost Management Techniques	1-3	Written answers to NDA assessment material Production of relevant workplace documentation	Cost Estimates Cost Change Request
Apply Quality Management Techniques	1-3	Written answers to NDA assessment material Production of relevant workplace documentation	Quality Checklist
Apply Human Resource Management Techniques	1-3	Written answers to NDA assessment material Production of relevant workplace documentation	Resource Requirements
Apply Communications Management Techniques	1-4	Written answers to NDA assessment material Production of relevant workplace documentation	Communications Plan Project Status Report
Apply Risk Management Techniques	1-3	Written answers to NDA assessment material Production of relevant workplace documentation	Risk Brainstorming worksheet Risk Response Plan
Apply Contract and Procurement Techniques	1-4	Written answers to NDA assessment material Production of relevant workplace documentation	Procurement Requirements Template

\* Please refer to NDA's separate assessment documentation for the detailed assessment requirements.

## Delivery Schedule

The qualification should be completed over a period of 6 - 24 months. The PMBOK material should logically be completed in the following sequence:

Introduction:

- The Project Management Framework

- The Standard for Project Management of a Project

The eight knowledge areas that correspond to the eight units of the Certificate IV:

- Project Scope Management

- Project Time Management

- Project Cost Management

- Project Quality Management

- Project Human Resource Management

- Project Communications Management

- Project Risk Management

- Project Procurement Management

A reasonable schedule for the student would be to complete one unit every two months in the sequence suggested above.