

# BSB41507 Certificate IV in Project Management



## Your Course Guide

### BSB41507 Certificate IV in Project Management

**Australian Salesmasters Training Company (RTO #6854)**

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The Certificate IV in Project Management reflects the cross industry application of the work functions normally undertaken by a project team, spanning all phases of a project from concept through to close-out. You will gain valuable skills, including setting timelines and targets, project costing, budget management, quality control, communicating with key stakeholders as well as recruiting and leading personnel to work on the project.

## WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The course provides participants with a working knowledge of project management principles and processes as well as the application of tools, techniques and methods crucial to a successful project. When you have completed this course, you will be able to:

- Apply scope management techniques
- Apply time management techniques
- Apply cost management techniques
- Apply quality management techniques
- Apply human resource management approaches
- Apply communications management techniques
- Apply risk management techniques
- Apply contract and procurement techniques
- Add to this the value of a nationally recognised qualification and this is your best way for career advancement.

This course is a nationally recognised qualification, which leads to the Diploma of Project Management.

## EMPLOYABILITY SKILLS

The following is a summary of the employability skills for this qualification.

This should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification.

The outcomes described here are broad industry requirements that may vary depending on the packaging options.

### • Communication

- assisting the project team to plan communications, facilitate information flow and review communications
- communicating verbally with external parties/clients; participating in meetings, questioning and discussions, and making presentations

### • Teamwork

- working with external parties/clients and the project team manager



(Continued Page 3)

## HOW LONG DOES THE COURSE TAKE?

### Face to face:

Courses are conducted either in house or at a convenient location by our highly regarded and skilled facilitators. All courses are customised to your learning needs and compliant with AQTF timelines. Completion durations are flexible.

### Distance Learning:

This is the flexible way to gain your desired qualification in your own time at your own speed.

### Online:

As with distance learning, you are in control of your learning schedule. The more time you devote to it, the quicker you get your desired qualification.

## HOW TO GAIN YOUR QUALIFICATION FASTER

- Fast track with RCC (Recognition of Current Competencies)
- RPL (Recognition of Prior Learning)

## ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an Internet connection and computer (Online Learning)

## EMPLOYABILITY SKILLS CONT.

- **Problem Solving**

- recommending ways to eliminate causes of unsatisfactory performance of products and processes
- resolving and preventing conflict within the team

- **Initiative and Enterprise**

- generating a range of responses to new and emerging situations
- translating ideas into actions and measurable outcomes

- **Planning and Organising**

- planning work and project tasks for self and others
- tracking actual effort against the project plan

- **Self Management**

- undertaking the work in accordance with an agreed management plan and within delegated authority

- **Learning**

- identifying the learning and development needs of people working on the project and facilitating those needs being met

- **Technology**

- using word processing packages to produce written plans, scope definitions, reports of project activities and communications with stakeholders

This is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.

## COURSE STRUCTURE

You are required to complete 8 units of this qualification. All modules are customised to your specific needs.

UNIT CODE	UNIT NAME	DESCRIPTION
BSBPMG401A	Apply scope management techniques	This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project's scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.
BSBPMG402A	Apply time management techniques	This unit describes the performance outcomes, skills and knowledge required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project.
BSBPMG403A	Apply cost management techniques	This unit describes the performance outcomes, skills and knowledge required to work with others to produce a project budget, to monitor project expenditure and to contribute to cost finalisation processes.
BSBPMG404A	Apply quality management techniques	This unit describes the performance outcomes, skills and knowledge required to enhance project outcomes through contributing to quality planning, applying quality policies and procedures and contributing to continuous improvement within projects.

## COURSE STRUCTURE CONT.

UNIT CODE	UNIT NAME	DESCRIPTION
BSBPMG405A	Apply human resource management approaches	This unit describes the performance outcomes, skills and knowledge required to assist with aspects of human resources management of a project. This involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met and resolving conflict within the team.
BSBPMG406A	Apply communications management techniques	This unit describes the performance outcomes, skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project lifecycle. It covers assisting the project team to plan communications, communicating information related to the project and reviewing communications.
BSBPMG407A	Apply risk management techniques	This unit describes the performance outcomes, skills and knowledge required to assist with aspects of risk management within a project. It specifically involves assisting the project team to plan for, control and review risks associated with the project.
BSBPMG408A	Apply contract and procurement techniques	This unit describes the performance outcomes, skills and knowledge required to assist with contracting and procurement for a project. It covers identifying procurement and contract requirements, assisting with contractor selection, conducting contracting and procurement activities and assisting with finalisation of activities for the project.

## ASSESSMENT

<p>ASTC uses competency based assessment methods to ensure participants have demonstrated their performance to a required standard. Competency based assessment is the focus of accredited vocational courses on what the participant can actually do –</p>	<p>and the standard at which they are able to perform. Performance is measured in terms of whether participants meet the prescribed levels of competency, not how well they carry out tasks relative to each other or the length of time taken to attain the skills.</p>	<p>ASTC’s assessment process may consist of the following tasks and activities, dependant on the unit/chapter requirements:</p> <ul style="list-style-type: none"> <li>• Multiple choice and/or short answer questionnaires</li> <li>• Third party supervisor demonstration reports</li> <li>• Projects/case studies</li> <li>• Holistic Assessments</li> </ul>
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## - OTHER HIGHLIGHTS ... LEARNING DEVELOPMENT RESOURCES -

<b>E Books Only</b>	Check out over 100 titles to assist you with your learning and development. New titles added monthly. <a href="http://www.ebooksonly.com.au">www.ebooksonly.com.au</a>
<b>Simple Truths</b>	Get an inspirational/ motivational hit by viewing, free of charge, one of over 35 impactful DVD's on our website. <a href="http://www.thesalesmasters.com/training-courses/simple-truths_dvd.php">www.thesalesmasters.com/training-courses/simple-truths_dvd.php</a>
<b>DVD Training Library</b>	The Best Kept Secret in Australia!! Over 888 different titles from the masters of success available for your viewing in categories including Sales, Customer Service, Leadership, Motivation, Time Management, Telephone Skills, Management and Personal Development.

**To enrol please call 02 9700 9333 or visit [www.thesalesmasters.com](http://www.thesalesmasters.com)**