Course Overview

BSB41507 Certificate IV in Project Management

Welcome to the Certificate IV in Project Management

Congratulations on taking this important step towards a rewarding career in Project Management. We hope that the Certificate IV in Project Management (BSB41507) will be an enriching and valuable learning experience for you.

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of project management 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.

Possible job titles and roles relevant to this qualification include:

- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator.

The Certificate IV in Project Management is a nationally recognised qualification and is widely considered within the industry as a valuable foundation for individuals seeking to pursue their interest in project management either as a career or as a pathway to further studies, for example, to the Diploma of Project Management, or for their own personal development.

Assessments for this course across the eight units of competency are a combination of written reports and activities which are designed to demonstrate your ability to manage the various aspects of projects. Importantly, there are separate assessments for students who are currently working in a project management role and for those students who are not working in project management. If you are working in a project management role you can choose which type of assessment you are going to do – the workplace assessments or the case study assessments. If you are not currently working in a project management role you should do the case study assessments. The assessments will allow you to show that you have the necessary skills and knowledge required for this course.

The resources provided for your course consist of workbooks that will give you all the necessary information you require for your studies. The workbooks contain guidance on activities and links to the internet that will assist with your understanding of the information. The workbooks contain all the activities you need to practice what you are learning. Activities consist of case studies, research, practice exercises and a series of questions to aid you in your learning with examples and templates that will assist you complete these activities.

Given that this course deals with complex principles, it can be academically challenging for students. I would encourage you to make the most of the support services available to you as you progress through this course. In particular, our expert trainers in this area, who have years of industry experience. I would also encourage you to actively participate in the online course forum and chat sessions which are available in OpenSpace.
The course forum can assist you to overcome the isolation of studying online while also enabling you to learn from your fellow students. The Chat sessions are real time sessions run by your trainer to provide support and to answer any specific question you have about your learning.

This Course Overview provides some important background information on your course. You should also read the Open Colleges Student Handbook, which contains additional information about studying with Open Colleges.

I wish you all the very best in your studies.

Paula Irvine
Head of Faculty
Business Finance and Accounting

About The Certificate IV In Project Management

The nationally recognised Certificate IV in Project Management BSB41507 has a total number of 8 units of competency. All of the units are Core units of competency, meaning that you must complete all 8 units to finish the course.

In each Unit of Competency there are assessments for students who are working which require the compilation of a portfolio of documents from projects you may be involved with at work as well as answering questions relating to those projects. For students who aren’t currently working or whose work doesn’t involve them in projects, there are different assessments which are based on applying project management techniques to a case study across all units in the course. The assessments for the different types of student are clearly marked.

The full list of the Units of Competency for this course is:

- BSBPMG401A Apply Scope Management Techniques (C)
- BSBPMG402A Apply Time Management Techniques (C)
- BSBPMG403A Apply Cost Management Techniques (C)
- BSBPMG404A Apply Quality Management Techniques (C)
- BSBPMG405A Apply Human Resource Management Approaches (C)
- BSBPMG406A Apply Communications Management Techniques (C)
- BSBPMG407A Apply Risk Management Techniques (C)
- BSBPMG408A Apply Contract & Procurement Techniques (C)

C – Core Unit  E - Elective Unit

You can get more information on the Units of Competency from www.training.gov.au.

Course Duration and Time Commitment

The Certificate IV in Project Management has a maximum duration of 18 months. Our courses are designed to enable you to study at your own pace within this timeframe.

Progression through the course is dependent on your background experience and knowledge, combined with your ability to commit time to complete the course materials and assessments.

As a general guide, if you are planning to complete the course in 18 months you will need to devote approximately 7.5 hours per week to complete the necessary readings, activities and assessments.
The course and OpenSpace

Training is delivered by distance education online and print based work books. However all assessments are required to be submitted on line using the Assessment Upload section for the unit in OpenSpace.

Learning is supported by experienced trainers who provide advice and guidance via email, in the Forums in OpenSpace and by telephone.

In OpenSpace you will find:

- **Course discussion, forums.** The forums are designed for academic discussions and posting of activities. It is also where you can make contact with fellow students and trainers to share ideas, and information and participate in peer to peer learning. Forums are where your trainer will provide updated information, relevant newspaper or journal articles that will contribute to the learning. You should regularly check and contribute to the discussion forum.

- **Chat sessions** are conducted at a time designated by your trainer. The chat sessions are “real time” and designed in a question and answer format to assist with your learning.

- **Assessment upload** - this section is where you to upload your assessments using OpenSpace. See point 4 below in Getting Started

- **An email link to message your trainer.** If you have any questions or need support from your trainer you should send them a message using this link

- **Additional resources** – this section may contain extra resources that supplements the training materials such as power point presentations, fact sheets or useful templates

Getting Started and Course Progression

The Units of Competency are grouped together into 4 study periods. This information is provided in the Order of Studies, which was sent to you together with your Welcome Pack.

Five easy steps to get started:

1. **Familiarise yourself with OpenSpace.** The Student Lounge in OpenSpace includes great resources on how to navigate and use OpenSpace. There is an OpenSpace Training Guide as well as useful videos on how to perform different activities, such as uploading assessments. If you have any questions about OpenSpace or your course, check out the FAQ’s section in the Student Lounge.

2. **Start your first Study Period.** Start by reading the Student Workbook for the first study period and completing the various learning activities. The learning activities are not formally assessed; however they are a useful tool to augment your understanding of the course content.

3. **Complete your assessments.** Once you have completed and read the Student Workbooks and feel confident with the content covered, you are ready to attempt the first written assessment. See below for more information on assessments.

4. **Submit your assessments.** Once you have completed an assessment, you use the upload link in OpenSpace to submit the assessment to the Trainer for marking. The Trainer will review and mark your assessment and provide you with feedback. Information about the marking process, timeframes and grades is available in the Assessment Policy & Procedure available on the Open Colleges website.

5. **Move on to the next Study Period.** On successful completion of your written assessments, you will then progress to the next Study Period.
Assessments

In each Unit of Competency there are:

1. assessments for students who are currently working in a project management role. These are the workplace assessments, and
2. assessments for students who are not currently working in a project management role. These are the case study assessments.

The assessments for the different types of student are clearly marked.

For students who are working in a project management role, you will be required to compile a portfolio of documents from projects you may be involved or have undertaken at work as well as answering a series of questions relating to those projects.

For students who aren’t currently working in a project management role, there are different assessments which are based on applying project management techniques to a hypothetical case study across all units in the course.

You should select the assessments you are going to do depending on your current circumstances.

Within the Certificate IV in Project Management, the assessments include:

- **Written reports** – these assessments enable you to demonstrate a broad understanding of project management techniques and practices, including using templates.
- **Case studies** – the case studies require you to apply your knowledge of project management practices and techniques to hypothetical situations.
- **Workplace documentation** – for students who are working, these reports and/or portfolios are important to demonstrate your understanding of project management practices and techniques, particularly in relation to projects you may be involved in at work.

The Open Colleges Student Handbook provides important advice and guidance to students on plagiarism, referencing and the academic appeals and complaints procedure. It also includes information on presenting and submitting assessments. The Student Handbook is available on the Open Colleges website.

Student Support

The Certificate IV in Project Management can be both academically and personally challenging. The following people and teams are available to help and support you through the course:

- **Your Trainer** – A Trainer is allocated to each Study Period. Your Trainer is able to answer any questions you have regarding the course content or assessments in that Study Period. You contact your trainer using the trainer messaging link in OpenSpace. The Trainer will also facilitate Forum discussions with students. The Trainer will mark your assessments and provide feedback to you.

- **Student Support Team** – The Open Colleges Student Support Team is ready and willing to help you with any administrative queries that you may have regarding your course or enrolment with Open Colleges. The Student Support Team can be contacted by submitting an Online Query in OpenSpace, by email at studentsupport@opencolleges.edu.au or by phone on 1300 650 011.
Getting the most out of the course

Two of the biggest challenges that distance learning students face are isolation and motivation. Studying online or by distance education can lead students to be disconnected from their peers. At the same time, the absence of peer and trainer interaction can lead to lower levels of motivation and commitment to the course.

To help overcome these barriers, we would strongly encourage you to:

- **Engage in the Course Forum.** The Course Forum in OpenSpace enables you to engage with your Trainer and fellow students. It is an important opportunity to share your learning experiences and reflect on the course materials. By actively participating in the Course Forum, you will become part of the virtual community. This acts as an important support network as you progress in your studies.

- **Find a Study Buddy.** OpenSpace includes the ability for you to find a Study Buddy studying the same course near to where you live. A Study Buddy can be important in maintaining motivation and engagement through the course and provides a useful sounding board for ideas and issues that may emerge during the course.

- **Complete your profile in OpenSpace** – a complete profile in OpenSpace including a recent photo allows your fellow students to “know you”. This will make your online study and time a more personal experience.

**Good luck and enjoy your studies.**