BSB41507 Certificate IV in Project Management

Open Colleges code 30025L

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Student Assessment Guide
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National Course Code: BSB41507

Course qualification and name: Certificate IV in Project Management

Course Outcomes:

The Certificate IV in Project Management focuses on developing the practical skills and knowledge required to contribute to projects by applying project processes and assisting to design, manage and close projects. The units of competency in this course are from the Business Services Training Package (BSB07) and map to the Project Management Body of Knowledge (PMBBOK). Each unit examines phases of the project life cycle and completion of the units provides both theoretical and practical learning. Relevant theoretical aspects are reinforced during simulated practical real life exercises and work place practice, to develop a high level of relevance and validity to the learning experience.

The course enables learners to apply knowledge of the key areas of project management, the processes and procedures, tools and techniques. There is a wide range of tasks and roles in a variety of contexts, with complexity in the range and type of project. Learners will be able to work satisfactorily as a member of a project team with guidance from a project manager.

The course covers:

- applying project scope management techniques
- applying time management techniques
- applying cost management techniques
- applying quality management techniques
- applying human resources management approaches
- applying communications management techniques
- applying risk management techniques
- applying contract and procurement techniques

Key alert:

On 1 January 2012 the Work Health Safety Act 2011 (WHS Act) was implemented in NSW. Delivery and assessment of this course must be based on this legislation.

Work Health and Safety (WHS) was referred to in NSW as Occupational Health and Safety (OHS) and in some countries people know it as Occupational Safety and Health (OSH). Please refer to the Work Health and Safety heading in Section B 6.1 Delivery Modes for more information.
What you must do to complete the course:

The course structure below shows what you must do to complete this course. The units/modules are arranged in groups and sometimes also in subgroups.

You must complete each group as specified as well as following the course completion instructions. If a course contains optional groups there will be a statement at the top of the course indicating how many you must do. At the top of any group containing optional subgroups there will be a statement saying how many you must do.

This course has been designed to reflect the packaging requirements of the Certificate IV in Project Management BSB41507 under the Business Services Training Package (BSB07).

The Business Services Training Package states the following rules for this qualification.

The Certificate IV in Project Management requires the completion of 8 core Project Management units of competency. (source: www.training.gov.au)

To satisfy the Training Package requirements, the TAFE NSW course has been structured as follows:

Group 1 - Core Units
All 8 units from this group must be completed.

Notes For Students

1. Recognition
If you have completed other relevant training, you may be eligible to have units of competency from previous training counted towards completion for this course.
If you think you may be eligible for recognition of units previously completed, talk to your trainer.

Group 1 Compulsory Project Management Units
All module/units must be completed

<table>
<thead>
<tr>
<th>NSW MODULE/UNIT CODE</th>
<th>NATIONAL MODULE CODE</th>
<th>MODULE/UNIT NAME</th>
<th>NOMINAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPMG401A</td>
<td></td>
<td>Apply project scope management techniques</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG402A</td>
<td></td>
<td>Apply time management techniques</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG403A</td>
<td></td>
<td>Apply cost management techniques</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG404A</td>
<td></td>
<td>Apply quality management techniques</td>
<td>30</td>
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<tr>
<td>BSBPMG405A</td>
<td></td>
<td>Apply human resources management approaches</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG406A</td>
<td></td>
<td>Apply communications management techniques</td>
<td>40</td>
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<tr>
<td>BSBPMG407A</td>
<td></td>
<td>Apply risk management techniques</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG408A</td>
<td></td>
<td>Apply contract and procurement procedures</td>
<td>30</td>
</tr>
</tbody>
</table>

Requirements to receive the qualification:

This course requires the completion of the 8 compulsory units of competency from Group 1.