QTC Training & Education

Enhancing your Program and Project Performance

Australian Institute of Project Management
Endorsed Training Provider

Training Accreditation Council
WESTERN AUSTRALIA

NATIONALLY RECOGNISED TRAINING

Certificate IV of Project Management BSB41507
Study by Correspondence

Career-relevant, Accredited and Industry Endorsed

Because QTC vocational courses are developed in consultation with relevant industry and community groups, you can rest assured that your qualification is highly valued by industry employers, education and training providers and the wider community.
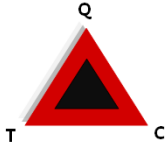
This Cert IV has been developed under the Australian Qualifications Framework, so it's government-accredited, as well as nationally recognised and endorsed by the Australian Institute of Project Management (AIPM). This course will also assist in preparation for the Project Management Institute's (PMI) Certified Associate of Project Management (CAPM) exam.

Once you've completed this QTC Cert IV course, you may choose to further your studies by completing the QTC Diploma of Project Management.

The units covered are:

(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
(BSBPMG406A) Apply communications management techniques
(BSBPMG407A) Apply risk management techniques
(BSBPMG408A) Apply contract and procurement

The structure and content of the course is based on the assumption that project management is not an entry level qualification and that learners are likely to have existing training and qualifications. The course therefore provides information and activities that will assist self-directed learning and assessment.

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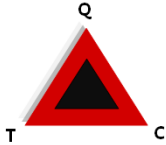*WESTERN AUSTRALIA*

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About the Learner

The course participant/assessment candidate in the Certificate IV in Project Management (BSB41507) is likely to have the title of team member or team leader. Team members will provide different skills to the project and therefore have differing roles. For example team members may work across all project activities, or in larger projects, they may have carriage of specified areas such as managing project finances.

The role of team member entails assisting with initial project planning, undertaking the daily work of the project as defined in the project work plan and work breakdown structure (WBS), and working to support the meeting of project targets, milestones and quality standards. A team member will:

- take responsibility for planning their own work in consultation with others and under the direction of the Project Manager

- be able to manage themselves with limited direction and apply technical and organisation knowledge to organisation issues and problems and be able to work in a variety of work contexts

- be able to apply their skills, including conceptual, technical, interpersonal skills, to the guidance of other team members and to a variety of different workplace situations and be able to readily move to other teams carrying out the same type of work

- be able to exercise the competencies they hold within the routines and non routine procedures and systems of an organisation; and within organisational guidelines and delegations are able to exercise appropriate judgement for themselves in the appropriate use resources and services available.

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The Assessment Guide has been developed with the following in mind:

- Evidence of assessment and reports on assessment outcomes in the context of the National Quality Training Framework must demonstrate that each unit of competency has been addressed at the level of its elements and that evidence has been gathered on different occasions and in a variety of contexts. In addition evidence must address task, task management, contingency management and job/environment skills.

- Assessment will need to take account of all components of the unit of competency – the elements, performance criteria and evidence guide, containing the critical aspects of evidence, required skills and knowledge and statements on resource implications, consistency and the context of assessment. Evidence provided must be sufficient to show that the trainee is able to demonstrate competency to the required standard.

- The materials in the course are designed to provide a range of learning and assessment activities to support delivery and assessment of the units in the qualification. They are not intended to be exhaustive and learners are recommended to access additional resources.

- In the text provided use has been made of examples and scenarios representing real life projects. However since there are many different types of work places and projects, it would have been impossible to represent them all in the materials. Consequently activities require learners to reflect on their own situations and to provide evidence of application within their own workplaces.
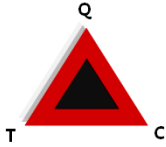
- Since project management is rarely an entry qualification into work it is assumed that learners will already have prior training and qualifications, so learning and assessment activities are designed to be self directed and self paced.

- Competence does not sit 'alone' rather many work activities are not adequately described in a single unit of competency. More often than not, real work activities draw on competencies from a number of units at once. Evidence gathered across a range of work activities can be used more than once. This means that the candidate does not have to supply separate evidence again and again for different units. It allows the assessor to 'Holistically assess across a range of units using the same evidence if it addresses the same area of competence'.

- Assessment should be determined by the logical organisation of work, not by the way Training Packages are written. Therefore the process of gathering evidence can apply to part of a unit, a whole unit, a cluster of units or an entire qualification. It all depends on the workplace, the logic of learning and the needs of the participants.

The Assessment Guide contains:

- Descriptions of each unit and overview

- A list of elements outcomes required for each unit (NOTE Elements define the critical outcomes of a unit of competency)

- Level of involvement

- Examples of the type of evidence that the Candidate could produce
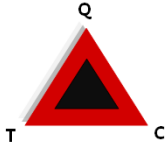
Learning activities

For each unit of competency you will need to read the nominated chapter from the text and source related procedures from you workplace or other organisation.

You will have access to the Program Coordinator via email and telephone discussions.

You are not required to attend workshops and there are no exams.

Textbook

Project Management: Principles, processes and practice, 2nd edition is a unique textbook written to align with the Australian project management competency standards that underpin current project management theory and application.

The textbook is an excellent resource and covers all units. It will be posted to you on enrolment.

What you need to do

Undertaking Cert IV of Project Management, there are two assessment activities per unit of competency that you are required to successfully undertake to achieve your qualification - Activity 1 and Activity 2.

Activity 1: Reading and Report
Read the relevant chapters (3, 4, 5, 6, 7, 8, 9, 10 & 11) contained in:
Project Management: Principles, processes and practice, 2nd edition and your workplace procedures.

Based on your reading, prepare a report that addresses the questions throughout the nominated chapters and asked at the end of the nominated chapters. This report will include an analysis of the key similarities between your workplace policies and procedures and the PMBOK® processes.

Read each question you have to answer carefully. Restate each question so it is clear which question you are attempting. Short sentences or the use of dot points is quite acceptable. Please ensure your writing style is clear and concise.

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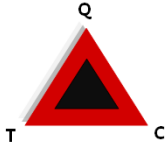
Activity 2: Workplace project

In addition to completing Activity 1 the major part of your assessment is the participation in the management and finalisation of a real workplace project. Preferably, but not necessarily, the one project will be used to assess all units.

If you already have a project as part of your current work activities, this project will be the basis of your assessment. In other words, the assessment will be linked to work that you are already doing.

If a project is not part of your current work activities, you will need to negotiate a project with your manager, and this project will be the basis of your assessment. The project negotiated should be of genuine value to the workplace.

If it is not possible to negotiate a workplace project, you must contact the Program Coordinator to discuss options. We will do what we can to support those students who do not have access to a workplace environment.
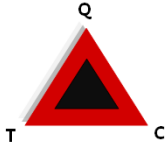
It is possible to use previous project documentation as evidence. You will need to critically review and evaluate your earlier project processes and documentation, and identify recommendations for improvement.

Submission of your work

All documentation must be presented to the standard expected in a workplace. All work should be submitted within agreed timeframes. Remember, meeting deadlines is an important facet of project management.

It is a requirement that the work you submit for assessment is your own. You may seek help from your peers should you be required to as part of the consultation process for your project. You may also ask your peers for assistance if you are experiencing difficulties. However, once the problem has been resolved you must produce the assessment work by yourself.

A summary of the employability skills developed through this qualification can be downloaded from http://employabilityskills.training.com.au

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Submitting your project portfolio

See timeline: you must compile an indexed portfolio for all units of competency (assessment template provided).

- The portfolio must contain the information listed in the assessment template. It must be clear to the assessor which part of each document links to the information requirements as outlined.
- You must also submit a Project Sponsor/Manager's Testimonial, to verify your project management skills and knowledge and the authenticity of your evidence.
- You may also include in your portfolio any other evidence you consider relevant.

Following receipt of your portfolio, your assessor may schedule a telephone interview to provide you with feedback, review sample processes you used throughout your project and ask you questions. The questions will vary depending on the nature of your project and your project documentation.

Your portfolio will be securely stored, kept strictly confidential and is only available to your assessor.

When you have satisfactorily completed all Activities, we will issue your qualification.

Not demonstrating all of the required competencies?

We realise that all projects are different and some will not cover all of the project management knowledge areas. It is possible that your assessor will ask for additional documentation. If necessary, you may provide documents from more than one project. There are four principles of assessment that must be applied by QTC in establishing competency. These principles are:

- *Validity*: your evidence must clearly and directly relate to the evidence requirements for each unit of competency.
- *Reliability*: other assessors would make the same judgement about your competency.
- *Flexibility*: assessment should reflect your needs and occur at a mutually convenient time and situation.
- *Fairness*: the assessor will objectively consider your needs and learning characteristics and any reasonable adjustments that should be applied.
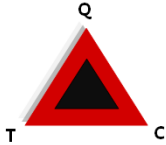
Opportunity exists for you to negotiate your assessment and provision for reassessment is provided.

The rules of evidence in competency-based assessment

The evidence you submit for assessment must meet the following rules:

- *Valid*: your evidence must clearly and directly relate to the evidence requirements for each unit of competency. Check the overview of evidence and the specific evidence requirements contained within the unit descriptor.
- *Sufficient*: there must be enough evidence to enable us to make a decision in relation to your competency. Try to present enough evidence, not too much/not too little, across the units of competency.
- *Current*: the evidence must be indicative of your current competence. Evidence from the previous two years is preferable.
- *Authentic*: your evidence must be your own and not another person's work. We will need to confirm that the evidence you provide is actually your own work.

Timeline (approx 80 hours) must be completed within 12 months of registration

Chapters	Time to Complete
3, 4 & 5	26 hours
6, 7 & 8	26 hours
9, 10 & 11	28 hours
Portfolio	During process

Course fees

Fees are inclusive of learning and assessment services, and textbook.
Fees may be paid by instalments as follows, reflecting your progress through the course:

Cert IV of Project Management - $2500 (no GST applicable)
Deposit $600 (non refundable)
1st Instalment $500 (after submission of your first three units)
2nd Instalment $500 (after submission of three more units)
3rd Instalment $900 (after submission of the final two units)