



# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

SPECIALISING IN PROPERTY DEVELOPMENT



# WHY STUDY PROJECT MANAGEMENT WITH UDIA NSW?

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Project management is a dynamic profession that involves planning, managing stakeholders, controlling resources, programming tasks, and developing contingencies to successfully deliver a project on time and on budget.

The delivery of a successful development project requires good project management skills as well as knowledge of the industry including processes of state and local government, contractor liability, planning regulations, and environmental considerations. The nationally-recognised BSB41513 Certificate IV in Project Management Practice (*Specialising in Property Development*) developed by UDIA NSW, teaches recognised project management methodologies and standards and applies these principles to property development.

## ABOUT UDIA NSW

The Urban Development Institute of Australia NSW is the leading industry body representing the property development industry. UDIA NSW advocates for access to land for development, investment in infrastructure, a strong planning framework to foster housing affordability, and increased employment opportunities through growth.

## COURSE OVERVIEW

BSB41513 Certificate IV in Project Management Practice (*Specialising in Property Development*) is the only nationally-recognised qualification of its kind that teaches the project management competencies unique to the property development industry. The course has been written by UDIA NSW in partnership with its members and vocational education experts.

The qualification is delivered and issued by our partnering Registered Training Organisation – Upskilled (RTO No. 40374). The course teaches the critical skills of project management such as identifying project scope; managing time, cost and quality; contract negotiation; team engagement and stakeholder communication.

During the course, students apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. Through extensive demonstration, practice, and the application of skills, the qualification produces work-ready graduates geared with the right skills to work successfully on a development team.



## BENEFITS INCLUDE:

- > Course materials developed by leading industry experts.
- > E-workshops taught by accomplished project managers and other property development experts.
- > Case studies are real and current providing context for workplace application.
- > Tools, methods and guidelines provided are used by the industry.
- > A nationally-recognised qualification that complies with the Australian Qualifications Framework for a BSB41513 Certificate IV in Project Management Practice.
- > The qualification is delivered by a reputable, well-known Registered Training Organisation.
- > The course is well supported by staff and Tutors to enable students to maintain course progression.
- > A flexible and interactive e-learning environment.

## COURSE DELIVERY

Upskilled, our partnering Registered Training Organisation, provides innovative training solutions to deliver outstanding educational experiences. Their training is delivered online to give busy professionals flexibility. Students can access course materials at a time that is convenient to them. There is no travel time involved and students can learn at their own pace and maintain control of their learning. During the course, the Tutor and support team is at hand to provide assistance to complete the qualification.

# COURSE INFORMATION

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## UNITS OF COMPETENCY

1. BSBPMG409A Apply project scope-management techniques
2. BSBPMG410A Apply project time-management techniques
3. BSBPMG412A Apply project cost-management techniques
4. BSBPMG411A Apply project quality-management techniques
5. BSBPMG413A Apply project human resources management techniques
6. BSBPMG414A Apply project information management and communications techniques
7. BSBPMG418A Apply project stakeholder engagement techniques
8. BSBPMG415A Apply project risk-management techniques
9. BSBPMG416A Apply project procurement procedures

## NATIONALLY RECOGNISED QUALIFICATION

This course is a nationally-recognised qualification which articulates into a Diploma of Project Management. Upon achieving a competent result for all course units of competency, graduates will attain a BSB41513 Certificate IV in Project Management Practice (Specialising in Property Development) issued by our partnering Registered Training Organisation – Upskilled. Students with any not-yet-competent results remaining upon course completion will receive a nationally-recognised Statement of Attainment.

## COURSE LEVEL

The course is suitable for assistant project managers reporting to a senior project manager who may provide leadership and guidance to others with some limited responsibility for their output.

## WHO SHOULD ENROL?

The qualification has been uniquely designed and developed for those who work, or aspire to work in project roles within property development. The skills and knowledge acquired through this qualification are vitally important for those who work in the property and construction industries in roles such as; project managers, construction managers, town planners, architects, engineers and development managers.

## COURSE DURATION

The qualification is delivered over 18 week through a blended method of online self-directed learning and regular e-workshops. Students are required to give an 18 week commitment to complete the course.

## COURSE PREREQUISITES AND ENTRY REQUIREMENTS

There are no entry requirements for this qualification and no prerequisites for individual units of competency. However, students should hold a relevant position in property development or have an interest in entering the industry.

## CREDIT TRANSFER AND RECOGNITION OF PRIOR LEARNING

Students who are already competent in a particular unit may apply for a credit transfer. Students who believe they can demonstrate competence in a particular unit of competency through work, training or life experience may apply for *Recognition of Prior Learning* during their enrolment process.

## COURSE COMMITMENT

There are nine units of competency to the qualification. In order to attain the qualification, students must complete and submit two assessments. The recommended number of study hours per unit is between eight-to-ten hours. This may differ from student to student depending on an individual's level of experience.

## INDUSTRY-SPECIFIC CONTENT

Content has been written by vocational education experts and industry professionals. Our industry professionals provide real-life relevance and focus on the practical application of knowledge. Tools, techniques, examples, checklists and other resources provided are real and what is currently used in the industry.

## ONLINE LEARNING PLATFORM

The course content is delivered through a web-based learning management system named MyUpskilled which is accessible 24 hours a day, seven days a week. MyUpskilled provides a platform for students to download course content, schedules and other instructions, as well as complete and submit assessment tasks and communicate with their Tutor, support staff and classmates.

## E-WORKSHOPS

The Tutor demonstrates examples and work through real and current case studies. E-workshops are scheduled at a fixed time for two hours a fortnight. Students attend sessions via their desktop using a webcam and headset and can observe, listen to and interact with the Tutor and each other. Recordings are made available through MyUpskilled.

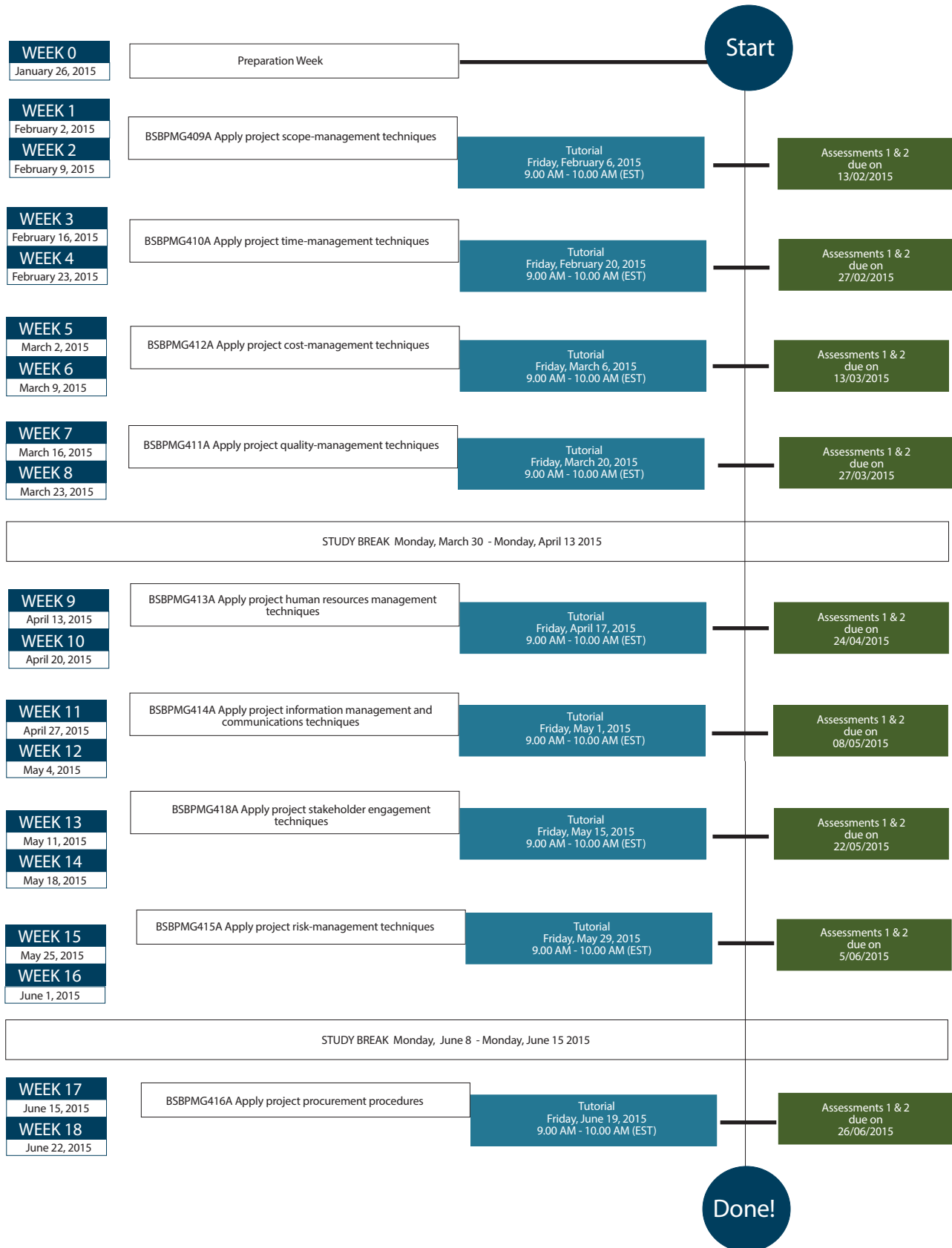
## SUPPORTED LEARNING

The progression of each student is managed and monitored throughout the course. This ensures that students progress successfully with support to complete the course and gain the qualification at the certification date. Students are formed into classes typically between 12 to 17 students and are assigned a Tutor, an Assessor and a Student Relationship Manager.

“The fundamentals of project management are critical and relevant for any role. These fundamentals, along with the expert insights and real workplace context provided in this course are essential for those looking to develop or sharpen their project management skills in the property development industry.”

Catherine Maude, Colliers International

# COURSE SCHEDULE



## COURSE PARTNER



## COURSE CONTRIBUTORS



**UDIA NSW TRAINING APPLICATION FORM:  
BSB41513 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE  
(SPECIALISING IN PROPERTY DEVELOPMENT)**



Please answer all questions prior to the lodgment of this application.  
Failure to answer all questions will cause a delay in the processing of this application.

PERSONAL DETAILS		
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:.....		FAMILY NAME:
GIVEN NAME:		OTHER GIVEN NAMES:
COMPANY:		JOB TITLE:
DATE OF BIRTH (Day/Month/Year):     /     /		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
RESIDENTIAL ADDRESS:		
SUBURB/TOWN:	STATE:	POST CODE:
POSTAL ADDRESS (If different from above):		
SUBURB/TOWN:	STATE:	POST CODE:
EMAIL ADDRESS:		
HOME PHONE:	WORK PHONE:	MOBILE:
CONTACT IN CASE OF EMERGENCY:	NAME:	NUMBER:

EMPLOYMENT & EDUCATION		
Are you currently employed:	<input type="checkbox"/> Full time employee <input type="checkbox"/> Employed – unpaid in family business <input type="checkbox"/> Self-employed, not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Unemployed – seeking part time work <input type="checkbox"/> Unemployed – seeking full time work <input type="checkbox"/> Part time employee <input type="checkbox"/> Not employed – not seeking work	
Of the following which BEST describes your reason for undertaking this course?	<input type="checkbox"/> To gain extra skills for my job <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business <input type="checkbox"/> To get into another course <input type="checkbox"/> To make a career change <input type="checkbox"/> For self-development or personal interest <input type="checkbox"/> To get a better job/promotion <input type="checkbox"/> Other reasons	
Have you COMPLETED any previous study?	<input type="checkbox"/> Yes – please indicate level below <input type="checkbox"/> No <input type="checkbox"/> Bachelor or higher <input type="checkbox"/> Certificate III <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Certificate II <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate IV <input type="checkbox"/> Other	Details of your qualifications and date/s completed:
Highest level of school completed (or equivalent):	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8	Year Highest School Level completed _____
Are you currently undertaking any study?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of study:  Still at school: level: ----- Post school: course (course code and name): -----

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**DO YOU WISH TO APPLY FOR**

<b>Credit Transfer (CT) from previously completed studies</b>	<input type="checkbox"/> Yes – a CT kit and instructions will be sent to you after acceptance of the training application form <input type="checkbox"/> No
<b>Recognition of Prior Learning (RPL) / Current Competency</b>	<input type="checkbox"/> Yes - an RPL kit and instructions will be sent to you after acceptance of the training application form <input type="checkbox"/> No

*Fees for RPL and CT assessment are incorporated in the Course Fee. Students and Victorian Trainees receiving RPL via VTG funding will incur an additional fee subject to the number of RPL units granted. The cost is \$5 per nominal hour for RPL units, while \$2.50 per nominal hours will be granted for units that are not covered by RPL; except for students who are funded under the Victorian Training Guarantee who are required to pay an additional fee.*

**ONLINE TUTORIAL SESSIONS**

<b>Fortnightly virtual tutorials:</b>	<input type="checkbox"/> I acknowledge and agree that by attending tutorials my image and voice will be recorded for UDIA NSW and Upskilled specific purposes only.
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**ENROLMENT MONTH**

<b>What semester are you applying for:</b>	<input type="checkbox"/> January 26, 2015 – June 26, 2015
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**STUDENT DETAILS**

<b>Were you born in Australia?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No – if no, in which country were you born? _____		
<b>Citizen/Residency status:</b>	<input type="checkbox"/> I am an Australian citizen, or <input type="checkbox"/> I am a New Zealand citizen	<input type="checkbox"/> I hold an Australian temporary visa, sub class (a copy must be supplied) _____	
<b>Are you of Aboriginal or Torres Strait Islander origin:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal origin	<input type="checkbox"/> Torres Strait Islander origin
<b>What is your first language</b>	<input type="checkbox"/> English	<input type="checkbox"/> Other: _____	
<b>How well do you speak English?</b>	<input type="checkbox"/> Very well <input type="checkbox"/> Well	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all
<b>Do you have any disabilities?</b>	<input type="checkbox"/> No, skip the next question	<input type="checkbox"/> Yes, specify in next question	
<b>Please indicate the areas of disability, impairment or long-term condition:</b>	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual	<input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other _____
<b>How did you hear about this course?</b>	<input type="checkbox"/> (U) UDIA NSW <input type="checkbox"/> (UO) Another UDIA office <input type="checkbox"/> (G) Google or online search <input type="checkbox"/> (STS) I was referred by State Training	<input type="checkbox"/> (E) My employer told me <input type="checkbox"/> (ISC) A National Industry Skills Council <input type="checkbox"/> (R) A UDIA member referral	
<b>If you are a student from Victoria. What is your Victorian Student Number?</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> I am new to the Victorian Education System. I have never attended a school, TAFE or other VET training provider in Victoria.	<input type="checkbox"/> I am not a Victorian Student
<b>I have a Unique Student Identifier number. (USI – 10 digits of letters and numbers )</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> I not have or do not remember my USI number.	<input type="checkbox"/> I, the undersigned, give permission for UDIA or its listed training partner to create or locate my USI on my behalf.

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**EMPLOYER Sponsor information – Please complete if you would like your employer to be invoiced for this course**

<b>Company name:</b>	
<b>Company address:</b>	
<b>Name of contact:</b>	
<b>Contact's email:</b>	
<b>Phone number:</b>	

**ISSUING RTO**

UDIA NSW has formed an agreement with Upskilled (RTO Number: 40374) who will oversee and conduct all training and assessment related to this course and issue the qualification. Persons obtaining a competent result for all units of competency will receive a BSB41513 Certificate IV in Project Management Practice from Upskilled. Persons not obtaining a competent result for all units of competency will receive a Statement of Attainment in BSB41513 Certificate IV in Project Management Practice from Upskilled.

**COURSE FEES**

<input type="checkbox"/> UDIA NSW member	\$3200 inclusive of GST
<input type="checkbox"/> Non-member	\$3600 inclusive of GST

**PAYMENT DETAILS**

**Total** \$ \_\_\_\_\_

**Payment enclosed:** (please circle) **Cheque** (Please fax a copy of your application to UDIA NSW before posting cheque)

**Please debit my:** (please circle) **Mastercard** **Visa** **Amex** **Diners**

(Extra charges will be incurred if using AMEX 3% or Diners 4%)

**Name of Cardholder:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

**Card No** \_\_\_\_\_ **Signature:** \_\_\_\_\_

\*This form will be a tax invoice on receipt of payment. ABN 43 001 172 363.

**UDIA NSW TERMS AND CONDITIONS**

By signing this declaration, I agree and acknowledge that:

To be accepted on the course, fees must be paid to UDIA NSW prior to commencement of training no less than 7 days prior to the commencement of training (Course Offer Close) date.

I understand that UDIA NSW collects this information for the purposes of processing my application. UDIA NSW will provide my details to Upskilled and will not provide my details to any other parties without obtaining my prior written permission as per the Privacy Act 1988.

I understand that my final acceptance into this course will be determined by the issuing RTO – Upskilled (RTO Number: 40374) and is subject to the completion and acceptance of their required documentation.

I have read and accept the below refund policy:

- The Course Fee will be refunded in full only when: A student, or an employer of a student, notifies UDIA NSW in writing or by email

that they do not wish to commence training. Notification must be received no later than 7 days prior to the published course commencement date; or

2. UDIA NSW advises a student, or a sponsor of a student, who has accepted an offer of enrolment that the Course will not commence on the published course commencement date, and when no alternate course commencement date and tutorial session time acceptable to the student, or an employer of a student, is available within 4 weeks of the published course commencement date (Course withdrawal).
3. A student, or an employer of a student, who notifies UDIA NSW of a withdrawal other than in accordance with clause a) above is not entitled to a Course Fee refund.
4. A Course Fee refund will be paid: Within 14 days of receipt by UDIA NSW of a notice of a pre-commencement withdrawal, or the issue of a notice to the student by UDIA NSW of a Course withdrawal.
5. The enrolment can be transferred to another name subject to the second person's acceptance on the course. An enrolment transfer can only be made no less than 7 days prior to the commencement of a course and a \$100 administration fee will be charged.

I understand that these terms and conditions and any policies are subject to change and I will be notified upon change.

I understand that in order to achieve the qualification, I have to be assessed as Competent in all Units of Competency required for the accredited qualification. If I have not been assessed as Competent in all UOC's for a Qualification by the Course Closure Date I will be issued with a Statement of Attainment listing the Units of Competency for which I have been assessed as Competent.

Attendance and participation in tutorials is a requirement for successful course completion and my participation will be assessed by the tutor at the end of each tutorial.

If I fail to submit an assessment on or before the Assessment Due Date, Upskilled will accept the assessment if it is submitted within 7 days of the due date, however it will be treated as a second assessment submission. If I am required to submit a third assessment, a re-assessment fee of \$150 is applicable for each Unit of Competency to which the reassessment applies.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant name:** \_\_\_\_\_

**ATTENTION APPLICANTS**

**Prior to submitting this training application form, please confirm the following:**

- I have completed all questions on this application form.
- I have submitted two forms of identification (including one photo ID)
- I have read and signed the UDIA NSW Terms & Conditions.
- I have a laptop/PC with reliable internet connection (broadband), webcam and headphones.

**Applications may be submitted by any of the following methods:**

Mail to: pd@udia-nsw.com.au  
 Faxed to: +61 2 9262 1218  
 Posted to: PO Box Q402 QVB NSW 1230

**Registration enquiries to UDIA NSW:**  
 T: +61 2 9262 1214: F: +61 2 9262 1218  
 E: pd@udia-nsw.com.au  
 W: www.udiansw.com.au

**OFFICE USE ONLY**

		Initials	Date
<input type="checkbox"/>	Application received		
<input type="checkbox"/>	Two forms of ID received		
<input type="checkbox"/>	RPL Kit sent to student		
<input type="checkbox"/>	CT Application sent to student		
<input type="checkbox"/>	Student advised of RPL/CT application outcome		