

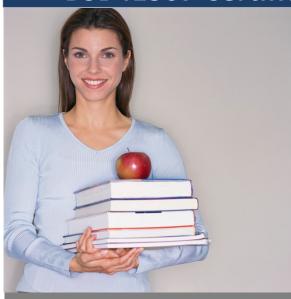


# BSB41507 Certificate IV in Project Management Information and Enrolment Kit

Unit 9, 7 Development Blvd Mill Park Vic 3082 Level 3, IBM Centre 60 City Road Southbank Vic 3006 283 - 287 Sir Donald Bradman Drive Brooklyn Park SA 5032



www.frontier.edu.au Telephone: 1300 30 66 83 email: info@frontier.edu.au



#### Who are we?

Frontier Training and Technology is a Registered Training Provider and meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by Federal, State and Territory Governments in Australia. The State Government registering authority monitors Frontier Training and Technology and subjects it to regular external audit to verify adherence to these standards.

Frontier Training & Technology has been established to deliver nationally recognized training to upgrade skills. Detailed quality systems have been established to ensure consistency in administration, delivery and assessments.

Frontier's objectives during this program are:

- training and equipping trainees in the skills and knowledge relating to Certificate IV in Project Management;
- to support trainees to successful competency and completion of this program;
- to identify special needs and learning barriers and to assist those with special needs; and
- to provide access and equity in the enrolment, delivery and assessment process.

#### **Course Description**

#### Units of Competency

#### **Application of all Project Management Units**

This unit applies to a project team member working under the direction of a project manager with other project team members. The individual may be operating within an organisation or as a consultant. The skills should be applied in the context of multiple complex projects, with the individual operating as part of a specialist project management team.

In the context of this unit a complex project is defined as a project which involves:

- a comprehensive and multi-faceted project plan
- a formal internal or external communications strategy
- a dedicated and diverse project budget
- multiple administrative components
- multiple operational components
- a wide range of stakeholders
- a project operations team.

The functions performed by a worker managing a straightforward project or a section of a larger project where project management is not the main focus of the job role are covered by BSBPMG510A Manage projects.

# BSBPMG401A Apply project 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.

- Contribute to scope definition
- Apply project scope controls



#### Who is this course designed for?

Our nationally recognised qualification, Certificate IV in Project Management is ideal for those seeking to advance their career in the business arena.

The Certificate IV in Project Management reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of 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.

#### **Entry Requirements**

It is beneficial but not essential for students to have access to a workplace while undertaking this qualification.

#### Applicants must:

- Be 18 years or over
- Be sufficiently proficient in English (read, write and speak) to be able to work successfully in a highly regulated environment
- Have satisfactorily completed a minimum of year 10 or equivalent

#### Language, literacy & numeracy

Applicants must undertake a language, literacy and numeracy assessment during their induction session prior to beginning the qualification. Results will be assessed on an individual level by the assessor.

For learners that require support in language, literacy or numeracy, alternative training and assessment methods may be used (reasonable adjustment) and only where alternative arrangements meet the skill, knowledge or evidence requirements of the unit.

#### **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.

- Assist in the development of project schedules
- Apply agreed schedules
- Participate in assessing time management outcomes





#### What will trainees learn?

Please see the detailed course outline in this information and enrolment pack.

#### What do trainees have to do?

Trainees are required to complete 8 units of competency from the endorsed Business Services Training package. Please see the course description in this information pack for further information.

#### How is this course studied?

Trainees may have one-to-one tuition with an instructor or if preferred, group sessions with other trainees in their own workplace (this option requires a computer lab for some of the sessions).

Trainees will work through a workbook and complete activities in the workbook, both with their instructor and on their own.

#### How is assessment conducted?

There are no exams! The assessment for each unit of competency will be provided by the trainer when the trainee is ready for assessment. Evidence for assessment may be gathered over an extended period of time for consistency. The trainee will complete each assessment task and submit to their instructor based on their agreed assessment timeline. Assessment materials and timelines are flexible.

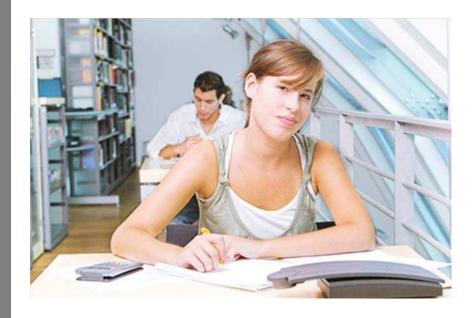
#### How long will it take?

The time taken to complete will depend on the learner and the delivery option selected. This course may be commenced at any time in 2012.

#### **Issue of Qualification**

Trainees will receive formal qualification documentation once payment of the final account is made by the employer. Trainees who have gained partial credit towards formal qualifications will receive a Statement of Attainment within 28 days of request or completion of sub-element training.

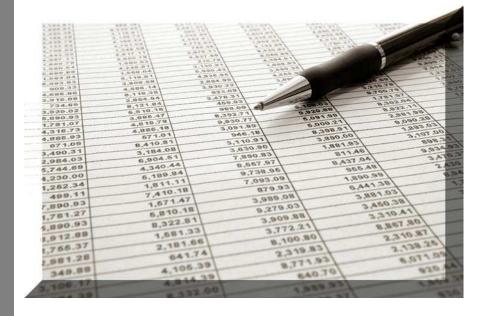
Student records are managed securely



#### **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.

- Assist with the development of the project budget
- Monitor project costs
- Contribute to cost finalisation process





and confidentially and are available for student perusal.

#### **Recognition of Prior Learning**

Students who believe they already have some of the competencies in the course may apply for Recognition of Prior Learning (RPL) or Credit Transfers. Application may only be made after enrolment and made using the Application Form that will be provided during orientation with your trainer.

#### **Credit Transfer**

Students who have completed units from their course at other institutions will be given recognition on presentation of a verified transcript, Award or Statement of Attainment.

#### Facilities and Equipment

As this Course is part of a workplace training program, all training will be carried out at the trainee's workplace during work hours. The employer will provide a computer, if this is not possible Frontier Training and Technology will endeavour to provide a laptop for the training session. Each student will be provided with course notes for each unit of the qualification.

#### **Expectations of Trainees**

In order to provide trainees with the highest level of tuition and delivery, it is expected that trainees meet the following minimum requirements:

- trainees are asked to be available for the monthly training sessions which will be scheduled in advance by the Training Co-ordinator, to allow for planning around work commitments.
- trainees are asked to read through the unit manual and practice knowledge between sessions
- trainees are asked to apply the skills learned in the training sessions to their

#### **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.

- Contribute to quality planning
- Apply quality policies and procedures
- Contribute to continuous improvement process





work tasks.

#### **Expectations of Employers**

Employers are expected to:

- allow the RTO Workplace Trainers & Assessors access to the Trainee(s) for the purpose of training and assessment:
- assist the Trainee to achieve the competencies required for the Certificate by providing the Trainee access to an appropriately qualified or experienced workplace mentor;
- support the Trainee's learning by providing the Trainee with appropriate opportunity in the workplace during work time to practice and complete work relevant to the certificate being undertaken.
- Give Frontier Training and Technology
   Pty Ltd at least 3 working days' notice
   of cancellation of a scheduled class.
   Failure to do this attracts a
   cancellation fee of \$200 per
   cancelled session.

# What you can expect from Frontier Training and Technology

- Assistance during Traineeship signup process with an Australian Apprenticeship Centre.
- Knowledgeable and punctual trainers
- Excellent training materials and support.
- Service which is second to none.

# Fees and costs Involved in undertaking training

The fees for this qualification are fixed at \$4,000 and are GST free. Fees are to be paid by the employer. Please note there are no upfront charges for this course. There is no cost to trainees. This fee includes:

scheduled face-to-face training sessions;

# BSBPMG405A Apply human resources 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.

- Assist with determining human resource requirements
- Assist with human resource monitoring and stakeholder liaison
- Contribute to evaluating human resource and stakeholder management practices





- course materials/manuals
- assessment of each module and assistance in gathering evidence
- issue of aualification

Please note that should any training material be lost, the replacement cost is \$66 per manual.

Please contact our head office if you need clarification of any of these points.

#### **Payment of Fees**

The commencement payment of \$1,500 is due 30 days from the date training commences. The final payment of \$2,500 will be made upon the trainee's completion of the qualification. If a trainee withdraws from the qualification prior to completion, the employer will be charged for the units completed on a pro-rata basis if the trainee has completed more than 30% of the qualification units.

#### **Fee Refund Policy**

The commencement payment of \$1,500 is non-refundable as this covers administrative and enrolment fees, course materials purchased on the student's behalf and booking of trainers/lecturers. This fee must be paid even if a trainee withdraws from the qualification after commencement of the qualification. Fees are not charged in advance therefore no refunds are given.

# 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.

The main elements of competency for this unit are:

- Contribute to communications planning
- Conduct information management activities
- Communicate project information
- Contribute to assessment of communication effectiveness





Call us now on 1300 30 66 83



# Other Qualifications Offered by Frontier Training & Technology

#### **Business Services**

BSB20107: Certificate II in Business

BSB30407: Certificate III in Business Administration

BSB30907: Certificate III in Business Administration (Education)

BSB31107: Certificate III in Business Administration (Medical)

BSB31007: Certificate III in Business Administration (Legal)

BSB40507: Certificate IV in Business Administration

BSB40807: Certificate IV in Frontline Management

BSB41507: Certificate IV in Project Management

BSB50207: Diploma of Business

BSB50407: Diploma of Business Administration

BSB51107: Diploma o Management

#### **Public Sector**

PSP30604: Certificate III in Government (School Support Services)

PSP30704: Certificate III in School Support Services

PSP40104: Certificate IV in Government

PSP41904: Certificate IV in Government (School Support Services)

PSP42010: Certificate IV in School

**Support Services** 

#### How do I enrol?

- 1. Fill in the Employer Registration form (included in this enrolment kit)
- 2. Distribute the Employee Registration form to interested staff and ask them to fill the form in completely. This will help with the screening process to determine eligibility for government incentives.
- 3. Return these forms by mail, fax or email to:

Frontier Training & Technology Pty Ltd Unit 9, 7 Development Blvd Mill Park Vic 3082

Fax: (03) 9404 5595

Email: enrolments@frontier.edu.au

4. Once your registrations have been received, Frontier Training and Technology will contact you to arrange for a mutually agreeable training schedule.

# Leap into Learning





### **Trainee Enrolment Form**

used for any marketing	g purposes. Do not fill in this form if	you have a qualification of	above or equal to a Diploma at T	AFE.		
EMPLOYMENT INFORMATION	Employer Name:					
	Position:					
PERSONAL DETAILS:	Family Name (Surname):					
	Given Names:					
	Date of Birth (D/M/Y): / / Gender: Male 🗌 Female 🗌					
	Address of usual residence:					
	Suburb / Town:	Postcode:				
	Postal Address:					
	Suburb / Town:					
	State: Postcode:					
	Home Phone No:  Business Phone No:					
	Mobile Phone No:					
	Email Address:					
LANGUAGE & CULTURAL DIVERSITY:	In which country were you born?	In which country were you born? Australia  Other – please specify:				
CULIURAL DIVERSITY.	Do you speak a language other than english at home?	English only				
	Yes, other – ple	Yes, other – please spec				
	If you speak a language other than English at home, well do you speak English?	an English at home, how	Very well			
	Wall do you op oak English		Well			
			Not well			
	Are you of Aboriginal or Torres Straight Islander origin?		Not at all			
			No			
			Yes, Aboriginal			
DICABILITY	Yes, Torres Straight Islander					
DISABILITY	Do you consider yourself to have a disability, impairment or long-term condition? Yes 🗌 No 🗌					
	If YES, then please indicate the are impairment or long-term condition		Hearing / Deaf			
	(you may indicate more than one are		Physical			
			Intellectual			
			Learning			
			Mental Illness			
			Acquired Brain Impairment			
			Vision			
			Medical Condition			
ACUCOUNO.	Dia and Balanda da da da ana ang ka		Other			
SCHOOLING	Please tick what state you have been educted in (you may tick more than one box if multiple choices					
	│ │	TAGE TO SA TANT TAGE TO COMPANY				
		QLD WA TAS	Overseas			

Page | 1 of 2

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### **Trainee Enrolment Form**

SCHOOLING	What is your highest COMPLETED school level (Tick ONE box only)		Year 12 or equivalent				
			Year 11 or equivalent				
			Year 10 or equivalent				
			Year 9 or equivalent				
			Year 8 or below				
			Never attended school (Please go to Employment secti	onns)			
	In which YEAR did you complete that school level?						
	Are you still attending secondary scho	No 🗌					
	Do you have a Victorian Student Num	ber (VSN)?	Yes	No 🗌			
	If yes, what is the number?						
PREVIOUS	Have you SUCCESSFULLY completed any of the following qualifications?  Yes No						
QUALIFICATIONS ACHIEVED	If YES, then tick ANY of the	Bachelor Degree or H	ligher Degree				
	applicable boxes:	Advanced Diploma					
		Diploma (or Associate					
		Certificate IV (or Advo					
		Certificate III (or Trade	e Certificate)				
		Certificate II					
		Certificate I					
		Certificates other tha	n the above				
EMPLOYMENT	Of the following categories, which BEST describes your current employment status?	Full-time (No of Hrs I	Per Week)				
STATUS		Part-time (No of Hrs Per Week)					
		Self employed – not employing others					
		Employer					
		Employed – unpaid worker in a family business					
		Unemployed – seeking full-time work					
		Unemployed – seekir					
		Not employed – not seeking employment					
STUDY REASON	Of the following categories, which best describes your main reason for undertaking this course / traineeschip / apprenticeship?  (Tick ONE box only)	To get a job					
		To develop my existing business					
		To start my own business					
		To try for a different career					
			get a better job or promotion				
		It was a requirement					
		I wanted extra skills fo	• •				
		To get into another c					
		For personal interest of Other reasons	ы эеп-чечеюргнент				
I have read and un	lateritood information and enrolmer		ae the requirements of the	Certificate IV in			
	nt and wish to enrol for this course wit		·				
Signed:		Date:					
Print name of signatory:							

Page | 2 of 2

ABN: 70102164974 RTO: 21244 7 Development Blvd Mill Park Vic 3082 Level 3, 60 City Road Southbank Vic 3006 283 - 287 Sir Donald Bradman Drive Brooklyn Park SA 5032



### **Employer Registration Form**

Please fill in this form in it's entirety. The information you supply will be kept private and confidential and will in no way be used for marketing purposes.

ORGANISATION	Legal Name:					
INFORMATION	ABN / ARBN:					
	Street Address:					
	Suburb:	Postco	de:			
	Postal Address:					
	Suburb: Postcode:					
	School Phone No:	chool Phone No: School Facsimile No:				
	Website: www.					
CONTACT	Contact Name:					
INFORMATION	Job Title / Position (e.g. Principal):					
	Direct Phone No. (if applicable): Mobile No:					
	Email Address:					
EMPLOYMENT INFORMATION	Total No. Employed:	No of Current Trainees:				
	Type of Employer:	Private Sector				
		Group Training Scheme				
		Government Business Enterprise				
		Local Government				
		State Government				
		Commonwealth Government				
		Not Elsewhere Classified				
	Employment Arrangements:	Federal Award				
		Australian Workplace Agreement				
		State Award				
		State Workplace Agreement				
		Certified Agreement				
		Other				
will be enrolling endocument and and I have distributed	understood the information and employees into this qualification are cknowledge the requirements of the information and enrolment kinology Pty Ltd for their perusal	nd agree to the terms and condit this qualification.	tions as set out in this			
Signed:			Date:			
Print name of sign	natory:	Job Title:				

Page | 1 of 1

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