



BSB41507 Certificate IV in Project Management Information and Enrolment Kit

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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.

The main elements of competency for this unit are:

- Contribute to scope definition
- Apply project scope controls

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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.

The main elements of competency for this unit are:

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



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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.

The main elements of competency for this unit are:

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



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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.

The main elements of competency for this unit are:

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



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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.

The main elements of competency for this unit are:

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



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

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



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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 of 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.

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used for any marketing purposes. Do not fill in this form if you have a qualification above or equal to a Diploma at TAFE.

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? Australia Other – please specify: _____Do you speak a language other than English at home? English only

Yes, other – please specify: _____

If you speak a language other than English at home, how well do you speak English? Very well Well Not well Not at all

Are you of Aboriginal or Torres Straight Islander origin?

No Yes, Aboriginal 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 areas of disability, impairment or long-term condition:
(you may indicate more than one area)Hearing / Deaf Physical Intellectual Learning Mental Illness Acquired Brain Impairment Vision Medical Condition Other **SCHOOLING**

Please tick what state you have been educated in (you may tick more than one box if multiple choices apply)

 Vic SA NT NSW QLD WA TAS Overseas

SCHOOLING	What is your highest COMPLETED school level <i>(Tick ONE box only)</i>	Year 12 or equivalent	<input type="checkbox"/>
		Year 11 or equivalent	<input type="checkbox"/>
		Year 10 or equivalent	<input type="checkbox"/>
		Year 9 or equivalent	<input type="checkbox"/>
		Year 8 or below	<input type="checkbox"/>
	Never attended school <i>(Please go to Employment sections)</i>	<input type="checkbox"/>	
	In which YEAR did you complete that school level?	_____	
	Are you still attending secondary school?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have a Victorian Student Number (VSN)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, what is the number?	_____	
PREVIOUS QUALIFICATIONS ACHIEVED	Have you SUCCESSFULLY completed any of the following qualifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If YES, then tick ANY of the applicable boxes:	Bachelor Degree or Higher Degree	<input type="checkbox"/>
		Advanced Diploma or Associate Degree	<input type="checkbox"/>
		Diploma (or Associate Diploma)	<input type="checkbox"/>
		Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>
		Certificate III (or Trade Certificate)	<input type="checkbox"/>
		Certificate II	<input type="checkbox"/>
		Certificate I	<input type="checkbox"/>
	Certificates other than the above	<input type="checkbox"/>	
EMPLOYMENT STATUS	Of the following categories, which BEST describes your current employment status?	Full-time <i>(No of Hrs Per Week _____)</i>	<input type="checkbox"/>
		Part-time <i>(No of Hrs Per Week _____)</i>	<input type="checkbox"/>
		Self employed – not employing others	<input type="checkbox"/>
		Employer	<input type="checkbox"/>
		Employed – unpaid worker in a family business	<input type="checkbox"/>
		Unemployed – seeking full-time work	<input type="checkbox"/>
		Unemployed – seeking part-time work	<input type="checkbox"/>
		Not employed – not seeking employment	<input type="checkbox"/>
STUDY REASON	Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? <i>(Tick ONE box only)</i>	To get a job	<input type="checkbox"/>
		To develop my existing business	<input type="checkbox"/>
		To start my own business	<input type="checkbox"/>
		To try for a different career	<input type="checkbox"/>
		To get a better job or promotion	<input type="checkbox"/>
		It was a requirement of my job	<input type="checkbox"/>
		I wanted extra skills for my job	<input type="checkbox"/>
		To get into another course of study	<input type="checkbox"/>
		For personal interest or self-development	<input type="checkbox"/>
	Other reasons	<input type="checkbox"/>	

I have read and understood information and enrolment kit and acknowledge the requirements of the Certificate IV in Project Management and wish to enrol for this course with Frontier Training and Technology Pty Ltd.

Signed: _____ Date: _____

Print name of signatory: _____

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

ORGANISATION INFORMATION	Legal Name:	
	ABN / ARBN:	
	Street Address:	
	Suburb:	Postcode:
	Postal Address:	
	Suburb:	Postcode:
	School Phone No:	School Facsimile No:
	Website: www.	
CONTACT INFORMATION	Contact Name:	
	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 <input type="checkbox"/>
		Group Training Scheme <input type="checkbox"/>
		Government Business Enterprise <input type="checkbox"/>
		Local Government <input type="checkbox"/>
		State Government <input type="checkbox"/>
		Commonwealth Government <input type="checkbox"/>
		Not Elsewhere Classified <input type="checkbox"/>
	Employment Arrangements:	Federal Award <input type="checkbox"/>
		Australian Workplace Agreement <input type="checkbox"/>
	State Award <input type="checkbox"/>	
	State Workplace Agreement <input type="checkbox"/>	
	Certified Agreement <input type="checkbox"/>	
	Other <input type="checkbox"/>	

I have read and understood the information and enrolment kit for the Certificate IV in Project Management. I will be enrolling employees into this qualification and agree to the terms and conditions as set out in this document and acknowledge the requirements of this qualification.

I have distributed the information and enrolment kit to each employee undertaking the course with Frontier Training and Technology Pty Ltd for their perusal

Signed: _____ Date: _____

Print name of signatory: _____ Job Title: _____