Recognition of Prior Learning (RPL)
BSB41515 Certificate IV in Project Management Practice

What is RPL?

RPL recognises that you may already have the skills and knowledge needed to meet national competency standards. Instead of undertaking training and assessment for a course you can provide evidence to show that you already meet the required standard.

What evidence do I need?

Evidence will differ from person to person, depending upon their work and life experiences. There is no specific type of evidence that is essential, rather it is up to you to provide whatever evidence you think demonstrates that you meet the skills and knowledge specified in a unit of competency. The requirements for the unit(s) of competency in your course are summarised in this document.

There are many suitable forms of evidence including:

Academic achievements	Customer evaluations/feedback	Plans
Assessments/assignments		Portfolio
Awards	Demonstration	Position description
Attendance record	Diary	Policies
Brief	Drawings	Presentation notes
Budgets	Emails	Procedure manual
Business case	Financial statements	Project
Care plan	Job description	Proposal
Certificates	Letter of support	Published works
Challenge test	Log book	References
Checklist	Marketing plan	Reports
Committee work	Minutes of meeting	Resume
Conference attendance	Observation	Rosters or timesheets
Course outline	Performance appraisal report	Training plan
	Photos	Work samples

If you do not have enough evidence we can provide you with assessment tasks to complete instead.

When submitting evidence, keep the following in mind:

- To be suitable, your evidence must relate to the criteria specified in the unit(s) of competency.
- You need to submit enough evidence for an assessment to be made.
- Your evidence needs to show that your skills and knowledge are current and up-to-date. If your evidence is more than two years old you should have other, more recent evidence to supplement older evidence.
- Your evidence needs to prove that you have the required skills and knowledge. It can't just suggest that you probably know something.

How do I apply?

Enrol in your chosen course and pay your course fee. Submit the RPL application form on the next page with your enrolment forms. Also include your evidence for RPL. Assessment of your evidence will begin as soon as your enrolment has been processed.

How long does it take?

The initial assessment of your evidence will usually be completed within 3 working days. If your evidence proves that you have the required skills and knowledge then your RPL assessment will conclude at this point and you will receive credit for the relevant unit(s) in your course.

If there are gaps in your evidence, these gaps will be outlined to you and you will be asked to provide more evidence. You can elect to complete an assessment task in lieu of providing more evidence if you wish.

When can I apply for RPL?

At the time of enrolment. The RPL process must be completed before you begin your training.

What skills and knowledge do I need to have?

To be granted RPL for a unit you need to show that you meet the requirements of the unit(s) of competency. The unit requirements are summarised from page 4.

I have more questions about RPL?

We are happy to answer your questions. Email your question(s) to enquiry@trison.com.au.

TRISON BUSINESS COLLEGE

APPLICATION FOR RECOGNITION OF PRIOR LEARNING

Applicant Details

Name: _____

Address:_____

_____

Phone: _____

Email: _____

Unit Code(s) for RPL	Evidence to Support RPL					Office Use
	Work History	Work Sample	Certificates/ Courses	Referee Reports	Other	C/NC

Office Use Only

Assessor Name: _____   **Assessor Signature:** _____

Comments:

Date: _____/_____/_____

BSBPMG409 Apply project scope management techniques

This unit describes the skills and knowledge required to contribute to the control of a project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

It applies to individuals who are project practitioners working in a project support role.

RPL evidence needs to show your ability to:

- contribute to defining project scope
- apply project scope controls
- contribute to review of scope controls

RPL evidence must also demonstrate the ability to:

- contribute to delineating and controlling project scope
- record project scope management plan
- interpret and follow project initiation documentation for purposes of documenting project scope

To complete the unit requirements safely and effectively you must be able to:

- list components of a project scope management plan
- identify and describe factors likely to impact project scope
- outline formal change-control processes
- identify and discuss methods for measuring work outcomes and progress against plans
- identify and discuss methods for segmenting and documenting a work breakdown structure
- explain procedures for reporting a change in scope
- describe types of project initiation documentation

BSBPMG410 Apply project time management techniques

This unit describes the skills and knowledge required to assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

It applies to individuals who are project practitioners working in a project support role.

RPL evidence needs to show your ability to:

- assist in developing project schedule
- maintain project schedule

- participate in assessing time-management outcomes

RPL evidence must also demonstrate the ability to:

- create a project schedule showing tasks, deliverable milestones, sequence, dependencies and time estimates
- apply time-management techniques in a project
- use tools and techniques to maintain, monitor and update a project schedule

To complete the unit requirements safely and effectively you must be able to:

- explain implications of time management for project resources, costs and risks
- describe methods for estimating task duration and resource requirements
- identify tools and techniques for managing project time and their particular applications
- explain techniques used to measure, record and report progress of activities

BSBPMG411 Apply project quality management techniques

This unit describes the skills and knowledge required to enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.

It applies to individuals who are a project practitioners working in a project support role.

RPL evidence needs to show your ability to:

- contribute to project quality planning
- apply quality policies and procedures
- contribute to project continuous improvement process

RPL evidence must also demonstrate the ability to:

- work in a team environment to plan and develop quality-management and continuous improvement parameters
- apply quality-management techniques in a project relevant to the organisation and industry context
- maintain accurate quality records
- contribute to project continuous improvement process

To complete the unit requirements safely and effectively you must be able to:

- discuss implementation of quality-assurance processes and requirements
- discuss implementation of quality-control processes and requirements

- describe quality criteria relevant to industry
- explain application of quality-management tools and methodologies relevant to industry and organisation
- describe and explain quality standards and their place in the project life cycle

BSBPMG412 Apply project cost management techniques

This unit describes the skills and knowledge required to assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.

It applies to individuals who are project practitioners working in a project support role..

RPL evidence needs to show your ability to:

- assist in developing project budget
- monitor project costs
- contribute to cost-finalisation process

RPL evidence must also demonstrate the ability to:

- produce a project budget
- closely monitor project expenditure
- finalise project costs and make recommendations for possible improvements to future projects

To complete the unit requirements safely and effectively you must be able to:

- explain budgeting processes and their relationship to project life cycle
- explain how to apply cost-management tools and techniques

BSBPMG413 Apply project human resources management approaches

This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It 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 in the team.

It applies to individuals who are project practitioners working in a project support role.

RPL evidence needs to show your ability to:

- assist in determining human resource requirements
- contribute to establishing and maintaining productive team relationships
- assist with human resource monitoring
- contribute to evaluating human resource practices

RPL evidence must also demonstrate the ability to:

- produce work breakdown structures in human resource project planning
- construct effective methods for monitoring roles, responsibilities and performance in projects
- demonstrate methods for providing feedback on performance and improving performance of project team members

To complete the unit requirements safely and effectively you must be able to:

- identify alternative project personnel engagement options
- explain job design principles and work breakdown structures
- describe learning and development approaches that can be incorporated into project life cycle
- list methods for skills analysis
- identify and describe project roles, responsibilities and reporting requirements for human resources

BSBPMG414 Apply project information management and communications techniques

This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications.

It applies to individuals who are project practitioners working in a project support role.

RPL evidence needs to show your ability to:

- contribute to communications planning
- conduct information management activities
- communicate project information
- contribute to assessing effectiveness of communication

RPL evidence must also demonstrate the ability to:

- lead an effective team in planning and implementing all necessary communications for a workplace project
- evaluate and review project communication outcomes and make recommendations for future improvements

To complete the unit requirements safely and effectively you must be able to:

- summarise models and methods of communications management in context of project life cycle and other project management functions
- explain importance of managing risk by treating information securely
- outline methods of reviewing outcomes
- identify organisational policies and procedures relevant to this role in a specific context

BSBPMG415 Apply project risk management techniques

This unit describes the skills and knowledge required to assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.

It applies to individuals who are project practitioners working in a project support role.
In this unit, risks applicable within own work responsibilities and area of operation, may include projects being undertaken individually or by a team, or operations within a section of the organisation.

RPL evidence needs to show your ability to:

- assist with risk analysis and planning
- perform risk-control activities
- contribute to assessing risk-management outcomes

RPL evidence must also demonstrate the ability to:

- assist others in identifying and prioritising potential risks and developing risk-management strategies, plans and reporting mechanisms
- apply, monitor and review risk-control measures, including contingency measures to mitigate risks
- evaluate, review and report on risk-management processes and make recommendations for future improvements

To complete the unit requirements safely and effectively you must be able to:

- identify tools to help determine potential risks for a specific project
- explain strategies for managing project risks and their application in different situations
- explain the importance of risk-contingency measures

BSBPMG416 Apply project procurement procedures

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

It applies to individuals who are project practitioners working in a project support role. The individual may be operating in a large or small organisation, and applying skills in the context of enterprise projects.

The project practitioner may be part of a project team under the direction of a project manager, or may work as part of a smaller scale, self-directed team.

RPL evidence needs to show your ability to:

- assist with procurement planning
- contribute to supplier selection process
- conduct procurement activities
- assist in finalising procurement activities

RPL evidence must also demonstrate the ability to:

- document procurement requirements for a workplace project, including clear descriptions of product and service, quality specifications, resource identification, supply and delivery requirements and supply and engagement metrics
- apply procurement-management procedures to a workplace project, including selection criteria, testing and accepting, monitoring and receiving supplies
- finalise procurement agreements

To complete the unit requirements safely and effectively you must be able to:

- identify and describe procurement-management policy, processes and procedures
- explain the procurement documentation requirements
- describe the components of contractual documentation and the legal obligations of all parties
- explain the process used to select preferred contractors
- identify and describe project procurement-management tools and techniques

BSBPMG417 Apply project life cycle management processes

This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.

It applies to individuals who are project practitioners working in a project support role.

RPL evidence needs to show your ability to:

- assist in establishing project
- support project planning and design processes
- assist with project control and execution
- assist with project finalisation

RPL evidence must also demonstrate the ability to:

- work with others to plan and document a project based on organisational parameters
- complete and update all relevant documentation
- examine impact that project changes could have on final outcomes
- undertake project finalisation activities

To complete the unit requirements safely and effectively you must be able to:

- explain basic project governance models
- describe project finalisation and evaluation products
- identify and describe project life cycle stages, phases and structures relevant to industry and project
- explain project planning documents and their specific formats relevant to industry and context
- outline key organisational policies and procedures
- describe various types of project initiation documentation
- identify types of project logs and registers in use in this context

BSBADM405 Organise meetings

This unit describes the skills and knowledge required to organise meetings including making arrangements, liaising with participants, and developing and distributing meeting related documentation.

It applies to individuals employed in a range of work environments who are required to organise a variety of meetings. They may provide administrative support within an enterprise, or have responsibility for these tasks in the context of a particular team, workgroup or project.

RPL evidence needs to show your ability to:

- make meeting arrangements
- prepare and distribute documentation for meetings
- record and produce minutes of meeting

RPL evidence must also demonstrate the ability to:

- organise a meeting and advise participants accordingly
- prepare and distribute all documentation required for the meeting
- take meeting notes which accurately reflect what was discussed during the meeting
- produce minutes based on own notes providing an accurate account of the meeting
- circulate copies of meeting minutes within predetermined timeframes

To complete the unit requirements safely and effectively you must be able to:

- describe culturally appropriate communication techniques
- identify the relevant formats for agendas and minutes
- list the key provisions of relevant legislation
- outline organisational procedures relevant to the task

BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements

This unit describes the skills and knowledge required to implement and monitor an organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area in order to meet legislative requirements.

It applies to individuals with supervisory responsibilities for implementing and monitoring the organisation's WHS policies, procedures and programs in a work area. These individuals have a broad knowledge of WHS policies and contribute well developed skills in creating solutions to unpredictable problems through analysis and evaluation of information from a variety of sources. They provide supervision and guidance to others and have limited responsibility for the output of others.

RPL evidence needs to show your ability to:

- provide information to the work team about WHS policies and procedures
- implement and monitor participation arrangements for managing WHS
- implement and monitor organisational procedures for providing WHS training
- implement and monitor organisational procedures and legal requirements for identifying hazards and assessing and controlling risks

- implement and monitor organisational procedures for maintaining WHS records for the team

RPL evidence must also demonstrate the ability to:

- explain clearly and accurately to work team the relevant work health and safety (WHS) information including:
    - WHS legislative and organisational requirements
    - identified hazards and outcomes of risk assessment and control
- ensure that the team has access to information about WHS policies, procedures and programs in appropriate structure and language
- implement and monitor procedures according to organisational and legislative WHS requirements including:
    - consultation and communications to enable team members to participate in managing WHS risks and hazards
    - identifying WHS training needs and providing learning opportunities, coaching and mentoring as appropriate to needs
    - identifying, reporting and taking action on WHS hazards and risks
    - identifying and reporting inadequacies in existing risk controls and monitoring outcomes to ensure a prompt organisational response
    - reporting on the cost of WHS training
    - keeping WHS records
    - analysing aggregate WHS data to identify hazards and monitor risk control procedures in work area

To complete the unit requirements safely and effectively you must be able to:

- outline the organisational standards, policies and procedures that relate to own work role
- outline team responsibilities and duties and their relationship to individual responsibilities and duties.
- summarise conflict resolution technique
- outline the legal responsibilities and duties of managers, supervisors, persons conducting businesses or undertakings (PCBUs) and workers in relation to WHS risk management in the workplace
- identify key provisions of relevant WHS Acts, regulations and codes of practice that apply to the business and outline how they apply in the work area
- explain organisational policies and procedures relating to hazard identification, risk management, fire, emergency and evacuation, incident investigation and reporting
- explain the importance of effective consultation mechanisms in managing health and safety risks in the workplace
- explain how the hierarchy of control applies in the work area