



Australian Government

BSB41513 Project Management Practice

Release 1

BSB41513 Certificate IV in Project Management Practice

Modification History

Release	Comments
Release 1	This version first released with <i>BSB07 Business Services Training Package Version 8.0</i> .

Description

This qualification reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes. They support project operations in one or more roles and under direction may also use project tools and methodologies selectively to support organisational or business activities. They take responsibility for their own outputs in terms of organisational and project quality requirements, and may have limited responsibility for the output of others.

Job roles

- Communications liaison
- Contracts officer
- Estimator and scheduler
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Project records officer
- Project support
- Project team member
- Quality officer
- Small business operator.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30112 Certificate III in Business or other relevant qualification
- OR
- vocational experience in project-based work.

Pathways from the qualification

After achieving this qualification candidates may, in order to progress into project management, undertake:

- BSB51413 Diploma of Project Management.

Licensing/Regulatory Information

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none">• assisting the project team to plan communications, facilitate information flow and review communications• communicating verbally with external parties and clients• participating in meetings, questioning and discussions, and making presentations
Teamwork	<ul style="list-style-type: none">• assisting with obtaining information from relevant sources throughout the project life cycle
Problem-solving	<ul style="list-style-type: none">• recommending ways to eliminate causes of unsatisfactory performance of products and processes• resolving and preventing conflict in the team
Initiative and enterprise	<ul style="list-style-type: none">• generating a range of responses to new and emerging situations• translating ideas into action and measurable outcomes
Planning and organising	<ul style="list-style-type: none">• planning work and project tasks for self and others• tracking actual effort against the project plan
Self-management	<ul style="list-style-type: none">• undertaking the work in line with an agreed management plan and within delegated authority
Learning	<ul style="list-style-type: none">• identifying the learning and development needs of people working on the project and facilitating those needs being met
Technology	<ul style="list-style-type: none">• using word processing packages to produce written plans, scope definitions, report on project activities, and communicate with stakeholders

Packaging Rules

Total number of units = 9

3 core units *plus*

6 elective units, of which:

- at least 3 units must be from Group A below
- the remaining units:
 - may be from either Group A OR Group B
 - may be from any endorsed Training Package or accredited course at Certificate IV level or higher.

Elective units chosen must be relevant to the work and industry context for project practice. They must not include the choice of the unit BSBPMG522A Undertake project work.

Core units

BSBPMG409A Apply project scope-management techniques

BSBPMG410A Apply project time-management techniques

BSBPMG411A Apply project quality-management techniques

Elective units

Group A

BSBPMG412A Apply project cost-management techniques

BSBPMG413A Apply project human resources management approaches

BSBPMG414A Apply project information management and communications techniques

BSBPMG415A Apply project risk-management techniques

BSBPMG416A Apply project procurement procedures

BSBPMG417A Apply project life cycle management processes

BSBPMG418A Apply project stakeholder engagement techniques

Group B

BSBADM405B Organise meetings

BSBCCO405A Survey stakeholders to gather and record information

BSBLEG415A Apply the principles of contract law

BSBWS401A Implement and monitor WHS policies, procedures and programs to meet legislative requirements

CPPDSM4047A Implement and monitor procurement process

MSAENV472B Implement and monitor environmentally sustainable work practices

PSPETHC401A Uphold and support the values and principles of public service

PSPGOV422A Apply government processes

PSPPOL404A Support policy implementation

TLIE4006A Collect, analyse and present workplace data and information