



Australian Government

Department of Education, Employment and Workplace Relations

BSB41507 Certificate IV in Project Management

Revision Number: 1

BSB41507 Certificate IV in Project Management

Modification History

Not applicable.

Description

Descriptor

This qualification 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.

Job Roles

- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator.
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Pathways Information

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB30107 Certificate III in Business or other relevant qualification/s

OR

- with extensive vocational experience in project-based work without a formal project management qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Administrative Officer
- Customer Service Advisor
- Personal Assistant
- Small Business Assistant
- Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB51407 Diploma of Project Management.
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Licensing/Regulatory Information

Licensing, Legislative, Regulatory or Certification Considerations

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

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

Qualification Code and Title

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/clients; participating in meetings, questioning and discussions, and making presentations
Teamwork	<ul style="list-style-type: none"> • working with external parties/clients and the project team manager
Problem-solving	<ul style="list-style-type: none"> • recommending ways to eliminate causes of unsatisfactory performance of products and processes • resolving and preventing conflict within the team
Initiative and enterprise	<ul style="list-style-type: none"> • generating a range of responses to new and emerging situations • translating ideas into actions 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 accordance 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, reports of project activities and communications with stakeholders

Packaging Rules

Packaging Rules

Total number of units = 8

Packaging Rules**8 core units****Core units****Project Management**

BSBPMG401A	Apply project scope management techniques
BSBPMG402A	Apply time management techniques
BSBPMG403A	Apply cost management techniques
BSBPMG404A	Apply quality management techniques
BSBPMG405A	Apply human resources management approaches
BSBPMG406A	Apply communications management techniques
BSBPMG407A	Apply risk management techniques
BSBPMG408A	Apply contract and procurement procedures