BSB4153 Certificate IV in Project Management Practice

Modification History

<table>
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<th>Release</th>
<th>Comments</th>
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<tr>
<td>Release 1</td>
<td>This version first released with <em>BSB07 Business Services Training Package Version 8.0</em>.</td>
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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.*

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<tr>
<th>Employability skill</th>
<th>Industry/enterprise requirements for this qualification include:</th>
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| Communication       | • 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            | • assisting with obtaining information from relevant sources throughout the project life cycle  |
| Problem-solving     | • recommending ways to eliminate causes of unsatisfactory performance of products and processes  
                      • resolving and preventing conflict in the team  |
| Initiative and enterprise | • generating a range of responses to new and emerging situations  
                           • translating ideas into action and measurable outcomes  |
| Planning and organising | • planning work and project tasks for self and others  
                            • tracking actual effort against the project plan  |
| Self-management     | • undertaking the work in line with an agreed management plan and within delegated authority  |
| Learning            | • identifying the learning and development needs of people working on the project and facilitating those needs being met  |
| Technology          | • 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
BSBWHS401A 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