

# EVERYTHING YOU NEED TO KNOW

## Certificate IV in Project Management Practice

### WHAT DOES THE QUALIFICATION INVOLVE?

There are 9 subjects in this nationally recognised qualification covering a range of different topics that explore the different skills and knowledge that are required to work effectively as part of a Project team.

We deliver this qualification as an Experience Based Qualification which means we provide you with recognition of your existing skills (often known as RPL) and additional on the job or self-directed learning if you need it.



### WHAT IS AN EXPERIENCE BASED QUALIFICATION?

Our Experience Based Qualification (EBQ) has been designed to make things easy for you. It is a highly facilitated one on one program conducted over the phone or by video link. This means you can access this program anywhere in Australia. You can check out how it works by [clicking here](#) and watching our short video.

### THIS MEANS

- A dedicated Skills Coach will work with you one on one at times that suit you to identify documents you can submit to support your assessment and ask you questions about your knowledge and experience. To confirm that you apply these skills in your workplace your Skills Coach may also have a discussion with your supervisor.
- Your Skills Coach will support and work with you throughout each step of your program.
- We make the process as simple and easy as possible so that you can make all your hard work count!
- EBQ maximises the amount of recognition you can receive for things you already know and do.
- There is no classroom-based study or exams.
- Depending on how quickly you collect your work samples and skills conversations you could complete your program in around 12 weeks (note: times may vary depending on your need or if further training is required).

### WHO SHOULD DO THIS QUALIFICATION?

The BSB41515 Certificate IV in Project Management Practice – Experience Based Qualification is ideal if you are someone who has at least 12 months' experience and who is currently applying project management skills in your workplace. You may not have had direct responsibility for overall project outcomes but will have **contributed** to administering and managing a projects scope, time, quality, risk and stakeholder engagement.

You will be able to show us samples of work completed in the last 2 years and be able to talk to us about your experience and how and why you complete tasks.

By completing our online Skill Review and having a conversation with your Skills Coach you will confirm that you are enrolling in the right qualification and in the right subjects.

### IS CREDIT AVAILABLE?

If you have a 'Statement of Attainment' (or transcript) for a subject in this qualification you do not need to complete it again. Provide this to us when you enroll and if we assess it as being relevant we will credit the subject

	CODE	NAME OF SUBJECT
1.	BSBPMG409	Apply project scope management techniques
2.	BSBPMG410	Apply project time management techniques
3.	BSBPMG411	Apply project quality management techniques
4.	BSBPMG415	Apply project risk management techniques <sup>#</sup>
5.	BSBPMG418	Apply project stakeholder engagement techniques <sup>#</sup>
6.	BSBPMG414	Apply project information management and communications techniques <sup>#</sup>
7.	BSBWOR404	Develop work priorities <sup>#</sup>
8.	BSBADM405	Organise meetings <sup>#</sup>
9.	BSBADM407	Administer projects <sup>#</sup>

# Alternate elective subjects can be selected based on your experience

BSB091

## HOW MUCH TIME IS INVOLVED?

As this program recognises what you already know and can do an EBQ program takes a fraction of the time to complete compared to classroom based training programs. Whilst time may vary from person to person we anticipate you will need to dedicate time to the following

- Skill Review: 15 minutes
- Gathering Work Samples: 2 - 4 hours
- Discussions about your experience: 4 - 6 hours (broken up into short meetings)
- If you want to prepare for your skills conversation we suggest that you allocate 4 hours to have a look at the questions and make some notes.
- Further training (if required): 1-10 hours per subject (depending on the type and mode of training)

Remember your existing skills and knowledge and any previous nationally recognised study will be taken into account so you may not need to gather evidence for all subjects – which means less time.

## WHAT IF I HAVE GAPS?

If you have gaps in your skills or knowledge we will develop a program designed to meet your specific needs and build skills and knowledge in these areas through practical and relevant tasks. Training can vary from undertaking a task in your workplace through to completing an online learning module and workplace project. The requirement for any training will be made clear to you prior to you formally enrolling into the qualification.

## WHO WILL MY SKILLS COACH BE?

We have a team of highly qualified and professional Skills Coaches ready to support you to achieve your goals.

Your Skills Coach will hold the qualification you are studying (and most likely higher industry qualifications as well) and they will have extensive and up to date industry knowledge. This means that you are talking to someone who understands what it is like to be in a practical day to day role like yours.

You will be introduced to your Skills Coach when you enrol.

## DO I NEED ANY MATERIALS OR EQUIPMENT?

You will need access to a phone, computer, the internet and someone who has worked with you as your supervisor on a project. Other than this you won't need to provide anything else other than the motivation to gain your qualification!

## WHAT IF I NEED EXTRA SUPPORT?

At Opportune we are committed to supporting you to achieve your goals. As you work with your Skills Coach, you may decide that extra support is needed. This might include assistance with language, literacy or learning, changes to the assessment process or additional resources. In all these cases, your Skill Coach will work with you to put in place a plan to optimize your ability to complete your qualification.

## WHERE CAN I FIND OUT MORE?

You will find a Participant Handbook on our website and will receive a Qualification Guide as part of your enrolment. These guides will provide you with information relevant to your enrolment. If you still have questions please don't hesitate to call us.

## EBQ STEPS



1 REVIEW YOUR SKILLS TO MATCH



2 DISCUSS YOUR EXPERIENCE



3 PROVIDE WORK SAMPLES



4 SUPERVISOR SIGN OFF



5 LEARNING IF YOU NEED IT



6 YOU ARE QUALIFIED!