

BSB41515 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

Employees in Local Government perform tasks involving a broad range of skilled applications applied in a wide variety of contexts. This qualification is suitable for autonomous individuals who identify and apply project management skills and knowledge in a wide variety of contexts. Job titles for these roles may include contracts officers, project administrators, quality officers and small business operators.

Preferred pathways for candidates considering this qualification include:

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

BENEFITS TO THE EMPLOYEE AND EMPLOYER

- Staff can obtain a nationally accredited qualification which is recognised Australia wide
- Staff are gaining valuable work skills which then can be applied within the work place
- Employers gain supervisory employees who understand the role of management and their own responsibility for achieving goals.
- Increased effectiveness of staff who have participated in the training

DURATION OF THE LEARNING

- These programs are competency based, which means they can be completed once all competencies have been achieved and your employer considers that you are competent at this level.
- Participants should complete their qualification within 24 months
- Assessments are set following the delivery of each unit of competency
- Participants will have a specified time in which they are expected to complete the set assessments. Specific deadlines for completion will be explained in the training agreement at the start of the course. Typically assessments are due between four and six weeks from the date that they are set.

HOW IS THE LEARNING CONDUCTED

- The learning is a combination of both on and off job delivery and assessment.
- Learning is supervised and supported by Supervisors and Managers within your organisation
- Access to phone and email support is available from the facilitator or representative of Municipal Training
- Participants will also communicate with Municipal Training on the Municipal Training MOODLE site on-line where they can access course learning and assessment materials and course information.
- Recognition of prior learning (RPL) is encouraged and we will work with you to determine what RPL may be available to you, prior to the commencement of the course
- 9 units in total are required to obtain this qualification
- You will have access to training support notes and assessment tasks.
- Flexibility in learning will be attained through consultation with the lead facilitators and program managers employed by Municipal Training.

ON THE JOB ELEMENT

Between face to face sessions your employer will be involved and will work with you in completing the qualification. Municipal Training encourages the employer to participate in the learning process by allowing each participant to apply their new skill sets to their job roles and use workplace examples as tools for their assessments.

It is a requirement of Municipal Training facilitators and representatives to inform the employer/ supervisor / and or Manager of the organisation on the assessment process and requirements.

RECOGNITION OF PRIOR LEARNING (RPL)

Candidates who have at least one year's experience in working in local government will normally be eligible for RPL in the three local government units indicated in the following list of units of competency.

CAREER PATHWAYS

For further information on career opportunities please visit www.careersincouncils.sa.gov.au where you can explore the possibilities.

TRAINING PATHWAYS

Participants who have completed the Certificate IV in Project Management Practice can then enrol into the Diploma of Project Management.

**BSB41513 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE
UNITS OF COMPETENCY**

To complete this qualification the participant must complete all 9 units

<p>BSBPMG409</p>	<p>APPLY PROJECT SCOPE-MANAGEMENT TECHNIQUES <i>THIS IS A CORE UNIT</i> <i>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.</i></p>
<p>BSBPMG410</p>	<p>APPLY PROJECT TIME-MANAGEMENT TECHNIQUES <i>THIS IS A CORE UNIT</i> <i>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.</i></p>
<p>BSBPMG411</p>	<p>APPLY PROJECT QUALITY-MANAGEMENT TECHNIQUES <i>THIS IS A CORE UNIT</i> <i>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.</i></p>
<p>BSBPMG412</p>	<p>APPLY PROJECT COST-MANAGEMENT TECHNIQUES <i>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.</i></p>
<p>BSBPMG413</p>	<p>APPLY PROJECT HUMAN RESOURCES MANAGEMENT APPROACHES <i>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.</i></p>
<p>BSBPMG414</p>	<p>APPLY PROJECT INFORMATION MANAGEMENT AND COMMUNICATIONS TECHNIQUES <i>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.</i></p>
<p>LGACORE102B</p>	<p>FOLLOW DEFINED OHS POLICIES AND PROCEDURES – may be eligible for RPL <i>This unit covers the organisation's Occupational Health and Safety (OHS) policies, procedures and programs in the relevant work area to meet legislative requirements. It also covers general OHS requirements in all local government functional areas and the basic OHS responsibilities all staff members are expected to be able to uphold and maintain. It is therefore appropriate for all council staff.</i></p>
<p>LGACORE104B</p>	<p>WORK EFFECTIVELY IN LOCAL GOVERNMENT - may be eligible for RPL <i>This unit covers working effectively in a local government context, including accepting responsibility for own work. It requires an understanding of and support for local government priorities. The unit is appropriate for all council staff particularly those entering local government for the first time.</i></p>

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LGACORE105B

WORK WITH OTHERS IN LOCAL GOVERNMENT - *may be eligible for RPL*

This unit addresses the promotion of effective work relationships within local government. The importance of building relationships, fulfilling own tasks and responding to constructive feedback when working within a team setting is recognised. The unit is appropriate for all local government staff.