

SG LEARNING & DEVELOPMENT  
PROVIDING A SOLID  
GROUNDING FOR  
YOUR FUTURE

# Project Management BSB41515/BSB51415



Increasingly Government and Business are adopting a project management approach to achieve necessary outcomes within strict timelines and budgets. This requires a specific knowledge and skill set to balance the competing demands for quality, scope, time and cost. We offer 2 Project Management qualifications at either a Certificate IV or Diploma level. The level of qualification that a candidate will undertake is determined by the individual's experience and level of responsibility, and the organisation's requirements.

## BSB41515 Certificate IV in Project Management Practice

The Certificate IV in Project Management is designed to equip practicing project team members, recently appointed project managers and potential project managers with best practice project management skills and knowledge.

The course provides participants with a working knowledge of project management principles and processes and the application of tools, techniques and methods crucial to a successful project. Successful graduates will be able to:

- Manage small to medium sized projects
- Effectively contribute to the management of a project
- Have responsibility for a particular aspect across the entire project lifecycle, such as a team leader or technical expert.

## BSB51415 Diploma of Project Management

The Diploma of Project Management is designed to equip participants with best practice knowledge and skill to ensure larger, complex or cross functional projects are successful. Successful graduates will be able to:

- Manage major or sole responsibility for all project management functions across the entire project lifecycle
- Access skills to manage one or more projects that fall within a program
- Understand requirements to monitor, control and finalise project management functions to best practice standards

## Learning & Assessment Strategy

Every program is tailored to suit the group or individual, and we consult to ensure the integration of organisational strategic objectives, as well as team and individual performance outcomes. Our strategy takes a performance improvement focus that can be applied for immediate effect. It may include all or some of the following strategies:

- Attendance at workshops
- Coaching Sessions—face to face or through our Virtual Learning Centre
- 360 Degree Feedback Analysis
- Hogan Leadership Inventories (additional cost)
- Self Evaluation—Behavioural Profiling
- Setting professional developmental goals
- Conducting research, analysing and presenting information
- Evaluating work processes and best practice
- Planning and implementing a work based project
- Maintenance of a study journal for personal reflection

Students are provided with a current textbook and course materials. Our facilitators/assessors are both qualified and experienced in current Australian and international project management practice, which enables them to take a hands on coaching approach throughout the program.

## SG Virtual Learning Centre

Our Virtual Learning Centre offers candidates an online coaching option for all or some of the units in their course. It enables them to participate in weekly discussion forums with their coach, and complete weekly assessment activities that are designed to break the assignments required in each unit into manageable sized chunks. In this way, participants feel on top of their studies, while still managing work and family commitments. For those using the Virtual Learning Centre option for the Diploma of Vocational Education and Training, the delivery units will usually be conducted face to face. However, where distance is an issue, we will work with you using other technological methodologies to enable us to observe and assess these units.

*Offering a customised program that brings 'real' results for you and your work place.*

## Delivery/Assessment Options

- **Group Training/Coaching**
- **Facilitated On Line Learning – SG Virtual Learning Centre**
- **RPL**

A **Blended** workshop/online Learning option is available and may be discussed at the initial consultation.

## Our Value

- Full Group training option includes up to 10 workshops
- Qualified experienced facilitators/coaches for full group training, fully online and blended delivery options
- Delivery and assessment strategies contextualised so you can apply skills immediately to maximise your return on investment
- Text, learning resources and VLC access included

*Note:*

*Fees do not include venue hire, travel & accommodation or associated expenses.*

*Information in this brochure applies as at the issue date 31 March 2015.*

*SG Learning & Development reserves the right to refuse any application if we believe we do not have the appropriate resources, or cannot provide the required service to the client.*

## Contact

For registration or further information about our services please contact:

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## Project Management Units

### Certificate IV – 9 units (3 core and 6 elective)

- Core**
- BSBPMG409 Apply project scope-management techniques
  - BSBPMG410 Apply time-management techniques
  - BSBPMG411 Apply quality-management techniques
- Elective**
- BSBPMG412 Apply project cost-management techniques
  - BSBPMG413 Apply project human resources management approaches
  - BSBPMG414 Apply project information and communications management techniques
  - BSBPMG415 Apply project risk-management techniques
  - BSBPMG417 Apply project life cycle management processes
  - BSBADM405 Organise meetings

### Diploma – 12 units (8 core and 4 elective)

- Core**
- BSBPMG511 Manage project scope
  - BSBPMG512 Manage project time
  - BSBPMG513 Manage project quality
  - BSBPMG514 Manage project cost
  - BSBPMG515 Manage project human resources
  - BSBPMG516 Manage project information and communication
  - BSBPMG517 Manage project risk
  - BSBPMG521 Manage project integration
- Elective**
- BSBPMG518 Manage project procurement
  - BSBPMG519 Manage project stakeholder engagement
  - BSBPMG520 Manage project governance
  - BSBWOR502 Lead and manage team effectiveness
  - BSBWOR501 Manage personal work priorities and professional development
  - BSBMGT516 Facilitate continuous improvement

## Delivery & Assessment Strategy

We provide group training, individual coaching, and online options in our delivery and assessment approach so qualifications can be gained to suit the workflow of the organisation, and the work/life balance of participants. Our VLC enables participants, managers and dedicated and qualified coaches to be in daily contact for a co-ordinated approach to solving problems on the job.

### Group Training (minimum of 5 participants)

Candidates attend up to 10 x 1 day workshops (dependent on numbers and experience of participants) that are highly interactive and include group activities, individual exercises and practical discussions.

### Coaching

We offer coaching programs for individuals or small groups (1-4 participants). The time involved and course structure will be customised to suit the group/individual.

### Facilitated On Line Learning – SG Virtual Learning Centre

Our VLC offers candidates an online coaching option for all or some of the units in their course. They participate in weekly discussion forums with their coach, and complete weekly assessment activities that are designed to break down assignments into manageable sized chunks. This option can be discussed at the initial consultation, and can be tailored to suit both groups working together, and individuals working on their own.

### Time Frame

The courses usually take 12-24 months each to complete while working full time. The schedule can be adapted to suit individuals depending on previous experience, the amount of time the candidate has to achieve required competencies, and taking into consideration work/life balance and organisational priorities.

### Recognition of Prior Learning (RPL)

We offer RPL to experienced candidates and provide a comprehensive package that their RPL coach will use to guide them through the RPL process

### Assessment

Our focus is the application and integration of competencies on the job, so that our students have the opportunity to practice key skills with the guidance of their coach and in collaboration with their workplace sponsor/manager. Assessments are practical and include group/written exercises and discussions, self-assessments, workplace research, reviews, activities and managing an appropriate level project.