

# Certificate IV in Project Management Practice (BSB41515)

3 Day Training & Workplace  
Assessment



# Upskill your team & lift your project margins



## Train with Ram Education, the leaders in construction project management since 2002

Ram Education brings a practical, no-nonsense approach. Our trainers have experience in the real-world of construction projects and are qualified Engineers.

## About your trainer, Robin Millner

**Robin learnt project management the hard way. Starting out "in the trenches" as a Project Engineer and then Project Manager on some of the largest and toughest projects around.**

His hands-on experience, in everything from modest projects to major initiatives worth hundreds of millions of dollars, underpins his practical, no-nonsense approach.

Having worked on both the contractor and client side of the fence, Robin is well placed to provide you with unique perspectives from both points of view.

In addition to sharing tricks and tips from 25 years of experience, he will help you with those difficult conversations, so you can maintain a positive and respectful relationship with all parties.

## The Ram Education Difference



Our expert trainers have real-world construction experience



Faster learning with engaging, industry-relevant content



Get practical solutions to your construction project problems

As an educator, Robin has personally trained over 2,000 project management professionals across a wide range of organisations within the construction industry. He holds an Engineering degree from the University of New South Wales and a current Certificate IV in Training and Assessment TAE40110.



# Certificate IV in Project Management Practice (BSB41515)

3 Day Training & Workplace Assessment



## Enrol in Ram Education's Certificate IV in Project Management Practice program and take the next step up in your career

An interactive 3-day training course, combined with a competency-based assessment, which will demonstrate to everyone that you've got what it takes to take charge of even the most challenging projects.

- Fill any gaps in your professional knowledge
- Ensure you're applying proven, professional methods to your real-world projects
- Get a Certificate IV in Project Management Practice

And much, much more...

## Perfectly suited to people in the following roles:

- Project Managers
- Project Engineers
- Supervisors
- Contract Administrators
- Superintendents
- Quantity Surveyors
- Schedulers
- Cost Accountants
- Architects
- Anyone *contributing* to the management of construction projects

## Receive industry recognised training

All topics map to the assessment criteria for obtaining a Certificate IV in Project Management Practice (BSB41515), as well as the management processes outlined in the Global Standard *PMBOK® Guide* (Sixth Edition)

Also included, is the well-known and comprehensive reference textbook "Project Management in Practice" by Neil Pearson, Erik Larson and Clifford Gray (2019 Edition)

Contact hours/PDUs: 23



"We've enhanced our competitive advantage by tendering with a team of qualified PMs."

**Paulo Soares, Senior Project Manager at Austral Precast**

# What will I learn?

Through interactive discussions, construction case studies and a diagram-rich workbook, our experienced trainers with help you learn:

## How to set your projects up for success

- Measuring project success
- Defining projects in the context of risk
- Defining the role of the project manager
- Applying the PMBOK® framework
- Juggling constraints and trade-offs
- Optimising productivity

## How to initiate construction projects

- Formalising a project charter
- Developing a hand-over checklist
- Engaging the right people from the start
- Identifying stakeholders and their needs
- Analysing stakeholders
- Developing a project organisation structure

## How to manage scope

- Developing a scope management plan
- Collecting requirements and traceability
- Defining the scope
- Creating the WBS and baselining the scope
- Managing variations
- Gaining acceptance and completion

## How to manage the schedule and costs

- Defining and sequencing activities
- Estimating durations and PERT
- Determining the critical path and float
- Estimating costs accurately
- Baselining the schedule and cost
- Managing EOTs and utilising float

## How to manage quality

- Developing a quality management plan
- Defining standards and specifications
- Managing NCRs and quality assurance
- Getting things right the first time
- Managing ITPs and quality control
- Driving continuous improvement

## Get tips and tricks on:

- Reducing your stress
- Balancing conflicting priorities
- Motivating the team
- Managing scope creep
- Preventing miscommunication
- Getting projects back-on-track
- **How to get your Certificate IV**



## How construction project life cycles work

- Developing a project lifecycle
- Initiating processes
- Planning processes
- Executing processes
- Monitoring and controlling processes
- Closing processes

## How to engage stakeholders

- Developing a stakeholder management plan
- Identifying stakeholders and their needs
- Analysing stakeholders
- Developing a project organisation structure
- Developing engagement strategies
- Maintaining stakeholder engagement

## How to manage risk

- Identifying risks
- Prioritising risks
- Quantifying risks
- Developing a contingency budget
- Determining and implementing risk controls
- Monitoring risks continually

## How to manage communications

- Choosing appropriate forms of communication
- Managing meetings and documents
- Using active listening techniques
- Building and maintaining team performance
- Reporting progress and forecasting
- Having difficult conversations



**Ask us to tailor this course  
for your organisation**



**Stuck in a technical role?  
This course is the ideal stepping  
stone to a management position**

# How do I get my qualification?

## The Certificate IV in Project Management Practice is a *competency-based* qualification issued under the Australian Qualification Framework (AQF)

### What is a competency-based qualification?

Competency-based means that you must provide evidence to prove you are actually *contributing* to the management of your projects as per best practice standards. For example, to be assessed as “competent” in applying risk management techniques, you may submit an email showing that you identified a risk on one of your projects.

### What are the benefits of getting a competency-based qualification?

Employers prefer to hire people who can demonstrate they have real-world experience. A competency-based qualification, such as a Certificate IV in Project Management Practice, proves that you have this experience.

For many employers, competency-based qualifications carry more weight than qualifications which only require you to pass an academic exam. This is because passing an exam may not demonstrate your true competency in the field.

### How do I get my Certificate IV in Project Management Practice?

**Step 1:** Ensure you meet the prerequisites (see below)

**Step 2:** Enrol yourself in the Ram Education 3-day Certificate IV in Project Management Practice course

**Step 3:** Attend the course

**Step 4:** Work with an assessor to validate your role and create your portfolio of evidence

**Step 5:** When your evidence matches the assessment criteria, obtain your qualification - success!

Ram Education will manage these steps, from start to finish, in order to give you a smooth and seamless experience.

### What are the prerequisites for a Certificate IV in Project Management Practice?

#### You **MUST** meet all of the following prerequisites:

- Have at least 2 years’ experience in the workforce
- Have recent experience, ideally within the past 2 years, *contributing* to the management of projects
- Be committed to obtaining a formal qualification, and recognise there will be a significant investment of your time to create a portfolio of evidence

#### In your projects, you should be responsible for managing:

- € Scope eg: requirements, deliverables and work
- Time eg: the schedule
- Quality eg: ensuring deliverables are fit for purpose
- Communications eg: meetings, emails, lessons learned and reporting
- Risk eg: identifying, and developing risk response strategies
- Stakeholders eg: identifying, and developing stakeholder engagement strategies

Meeting the above prerequisites means that you are eligible to obtain your Certificate IV through a process called Recognition of Prior Learning (RPL).

Recognition of Prior Learning enables you to use your real-world projects to create your portfolio of evidence. This can make the process of obtaining your Certificate IV much faster and also ensures that the qualification is 100% relevant to your work.

## I'm not sure if I fully meet the prerequisites?

If you're involved in construction projects, you may be surprised that you are doing more of this stuff than you think! Our experience shows that candidates who are genuinely *contributing* to the management of projects are typically able to meet the prerequisites.

Attending the Ram Education Certificate IV in Project Management Practice course will ensure you have the required knowledge for each unit of competency (see below). In addition, our experienced trainers and assessors will help you map your knowledge to applications in your real-world projects, making it easier to create your portfolio of evidence.

In working with you, we'll quickly get a feeling for whether you have what it takes to obtain a Certificate IV in Project Management Practice. We can then advise you on the best way forward.

## Which units of competency make up my Certificate IV in Project Management Practice?

- Apply project scope management techniques (BSBPMG409)
- Apply project time management techniques (BSBPMG410)
- Apply project quality management techniques (BSBPMG411)
- Apply project information management and communications techniques (BSBPMG414)\*
- Apply project risk management techniques (BSBPMG415)\*
- Apply project stakeholder engagement techniques (BSBPMG418)\*
- Develop work priorities (BSBWOR404)\*
- Organise meetings (BSBADM405)\*
- Administer projects (BSBADM407)\*

\* Elective subjects, which may be selected based on your experience

If you already have a Statement of Attainment (or transcript) for a subject in this qualification, and we assess it as being relevant, you'll be able to obtain a credit.

## What's involved in creating my portfolio of evidence?

You'll need to gather evidence from your real-world projects to demonstrate that you're actually *contributing* to their management. This evidence may include documents, spreadsheets, emails, screen shots or even photos that are linked to a detailed set of criteria associated with the units of competency (see above).

For example, updating your project schedule may link to criteria associated with "Apply project time management techniques (BSBPMG410)" as well as "Apply project risk management techniques (BSBPMG415)". You'll also need to demonstrate your involvement in these management processes by having a conversation with your assessor.

During the course, we'll give you tips and tricks to help you get started, and make the process much easier.

## What if I'm having trouble creating my portfolio of evidence?

It's not the end of the world, our job is to support you through this process. For example, you may be missing a piece of evidence, like you don't have evidence that you've identified a risk, meaning that you may need to attend a risk discussion and formally make a contribution.

Note that creating evidence is a normal part of obtaining your qualification – nothing to be ashamed about! It's also a great way to learn, as it helps you apply best practice methods to your real-world projects, which will help you further hone your project management skills.

## How long will it take to get my qualification?

This varies wildly with each individual. It depends on your depth of experience, how organised you are, and how much time you have available to create your portfolio of evidence - on top of your other commitments in life!

To give you a rough idea, most candidates are able to obtain their qualification within 2 to 5 months of completing the course, spending somewhere between 10 to 35 hours of effort.

## **Is my qualification issued by a RTO?**

Yes. Ram Education partners with a RTO who has experience in assessing project management qualifications.

## **What if information in my portfolio of evidence is confidential?**

Your assessor is only interested in information which proves your competency. We recommend you include only information that is relevant to the assessment criteria, and hide or strike out any commercially sensitive information. For example, if only 2 pages of a document are relevant to your assessment criteria, you don't need to submit the entire document. Our assessors are also able to sign confidentiality agreements.

## **What risks am I likely to face in obtaining my qualification?**

The most common risk we observe is candidates losing momentum while creating their portfolio of evidence, leading to delays in obtaining their qualification.

It is important that you meet the prerequisites (see above) and manage your qualification just like you would a project. This is also where the traits of a good project manager come into play, like committing to a goal, showing resilience in the face of everyday setbacks, and asking for help when you need it.

It's not only up to you though. Ram Education use trainers and assessors who are experienced project managers carrying, as a minimum, Diploma of Project Management qualifications. This means that we understand the challenge you are going through, and are in a position to guide and support you throughout the process.

## **Any other questions?**

Contact us.