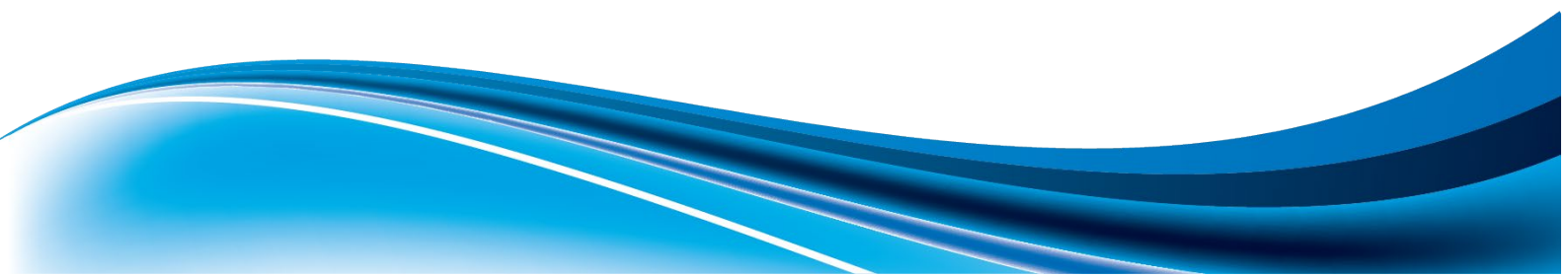




BSB40920 Certificate IV in  
Project Management Practice

Assessment Guide



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## BSB40920 Certificate IV in Project Management Practice

Welcome to the BSB40920 Certificate IV in Project Management Practice. This course is designed for people who contribute to or manage project initiation, planning, delivery and close in a variety of organisational settings.

### Pre-requisites

Entry is open to all persons who have completed OPEN, Link Education's online learning platform.

Students must have reliable access to an internet-connected computer with word-processing and spreadsheet software (for example, Microsoft Word and Excel).

International students must also evidence vocational English as per the Australian government standard for skilled migration. Students need to independently prepare for and obtain this standard. As a rule, students with English language, literacy and/or numeracy special needs should contact us prior to enrolment to confirm their suitability for the program of study.

OPEN can also be completed as a co-requisite with active mentor support when students are directly enrolled in the BSB40920 Certificate IV in Project Management Practice.

### Units of study

Although this course typically takes around six months to complete, your enrolment is good for a period of two (2) years and may be paused or extended upon request.

As the volume of learning is based on your prior experience and access to projects, experienced students with current access may demonstrate competency sooner. For that reason, your mentors will work with you to develop a training plan that uniquely responds to your personal and professional environment and needs.

To successfully graduate, you will need to evidence competence in the following Australian Qualifications Framework (AQF) units:

- BSBPMG420 Apply project scope management techniques
- BSBPMG421 Apply project time management techniques
- BSBPMG423 Apply project cost management techniques
- BSBPMG429 Apply project stakeholder engagement techniques
- BSBPMG425 Apply project information management and communications techniques
- BSBPMG427 Apply project procurement procedures
- BSBPMG426 Apply project risk management techniques
- BSBPMG428 Apply project life cycle management processes
- BSBPMG422 Apply project quality management techniques

You can learn more about these units and this qualification here:

<https://training.gov.au/Training/Details/BSB40920>

At any time throughout your qualification, you may also request a Statement of Attainment, which is formal recognition of the units that you have completed. Any units successfully completed are nationally recognised and can be credited to other qualifications with another RTO within Australia.

If you would like to see how the AQF units map to our delivery method, we are also more than happy to share our government and industry audited training and assessment model.

## Active mentoring

The BSB40920 Certificate IV in Project Management Practice is delivered with unlimited active mentor support, extending actionable advice on the projects you are working on through the lens of good practice. Our mentors can uniquely support you in this way because they are:

- Proven industry experts with a minimum of 10 years' practical experience in leading complex projects, programs and portfolios of work
- Inspiring communicators and creative, critical thinkers
- Trained educators, facilitators and mentors

Importantly, they are not professional lecturers who have only learned project management from text-books and classrooms – they superimpose on the coursework a wealth of project skill and experience from all stakeholder perspectives to bring project management to life.

Your mentors will give you detailed feedback at each stage of your qualification. If he or she feels that you are not yet ready to progress, then you will be advised on how you can improve your work for reassessment. There is no limit to the number of times you may resubmit your work for feedback – we will stick with you until you get it right!

All email enquiries are responded to within two business days, and the turnaround for assessment feedback is usually within five days. Successful completion of each stage will demonstrate to us (and your present and future employers) that you have the ability to apply the theory you have learnt to practical workplace scenarios.

Note that although assessment tasks are made easier if you are employed in a workplace, those without this opportunity may complete the course as long as they have sufficient access to a project environment to facilitate learning and demonstrate competence.

Link Education has successfully delivered self-paced learning with active mentor support to a diverse range of global learners in a variety of cultural settings.

## Assessment

In order to successfully demonstrate competence to the requisite standard, students must successfully complete, in order, the following assessment tasks:

- **Module 1: OPEN**
  - 12 online units with quizzes
- **Module 2: The Triple Constraints**
  - BSBPMG420 Apply project scope management techniques
    - Project charter
    - Project plan (scope and schedule)
    - 5 x short answer questions – written
  - BSBPMG421 Apply project time management techniques
    - Project plan update
    - 5 x short answer questions – written
  - BSBPMG423 Apply project cost management techniques
    - Project budget
    - 5 x short answer questions – written
  - Reflection interview
    - 9 x reflection questions – videoconference
- **Module 3: Working Smarter**
  - BSBPMG429 Apply project stakeholder engagement techniques
    - Stakeholder register
    - 5 x short answer questions – written
  - BSBPMG425 Apply project information management and communications techniques
    - 4 x short answer questions – written
  - BSBPMG427 Apply project procurement procedures
    - Request for proposal
    - 5 x short answer questions – written
  - Reflection interview
    - 8 x reflection questions – videoconference
- **Module 4: Project Management**
  - BSBPMG426 Apply project risk management techniques
    - Risk register
    - 5 x short answer questions – written
  - BSBPMG428 Apply project life cycle management processes
    - Status report
    - Change request
    - 3 x short answer questions – written
  - BSBPMG422 Apply project quality management techniques
    - Project reflection
    - 3 x short answer questions – written
  - Certification interview – videoconference

Detail on these assessment tasks can be found in the [online study portal](#), or is available upon request.

## Assessment integrity

Academic misconduct includes cheating, plagiarism, allowing another candidate to copy work for an assignment or an examination, and any other conduct by which a candidate:

- seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person is not entitled, or
- improperly disadvantages any other candidate.

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own, for example:

- using another author's words without attribution
- submitting for original assessment a project document that was prepared by someone else in your organisation, or
- copying another candidate's work.

It is **not** plagiarism when you:

- use another author's words, putting them in quotation marks and acknowledging the source; *for example*, quoting the project's objectives from the project charter in your reflection, or
- collaborating with or seeking feedback from others on assessment tasks, as long as you remain the principal author and document owner.

All your assessable works may be submitted to the plagiarism checking service *TurnItIn* to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. Candidates engaging in any form of academic misconduct may be subject to the imposition of penalties that range from a deduction or cancellation of marks to exclusion from the course.

## Use of artificial intelligence

You are encouraged to use generative Artificial Intelligence (AI) tools, such as ChatGPT, Google Bard, and similar technologies. It is nevertheless a requirement that these tools are used responsibly, ethically, and in a way that maintains the integrity of academic work and the value of original thought and creativity in your assessments.

Generative AI tools can be used for a range of academic purposes such as generating ideas, proofreading documents, data analysis, research assistance, and other educational activities.

However, you must ensure that your academic work contains significant original thought and effort. The use of AI tools must not undermine or replace your original contribution to your assessments. While these tools can supplement and support the research, drafting and review processes, a significant proportion of the work you submit must be created by you.

## Confidentiality

Although all the information you share with us is managed in accordance with our [Privacy Policy](#), when completing assessment tasks, please take every care to de-identify or redact confidential stakeholder or organisational information.

If you have concerns about the impact this may have on your ability to demonstrate your competence and complete this course, please raise this with your mentor at the earliest opportunity.

## Recognition of prior learning (RPL)

Link Education accepts that learning takes place through formal study, informal learning in the workplace and from life experience. Our [Recognition of Prior Learning Policy](#) outlines how you may apply to have your prior learning recognised by Link Education and what procedures Link Education has in place to assess your learning and work/life experience.

Because of the unique structure of this program, students are typically awarded RPL for:

- Project management coursework independently assessed by an accredited educational institution, and/or
- Relevant documents prepared for workplace projects that meet the standards for assessment stipulated in this guide.

Please consult directly with your mentor if you are seeking RPL for any part or all of your BSB40920 Certificate IV in Project Management Practice.

More about our student policies, including your rights and obligations, can be found here: <https://link.edu.au/handbook/>

## Study plan

To properly plan your progress, we recommend adopting the following study plan. There is no penalty for completing tasks ahead of schedule – if you have the available time, this is something you may wish to discuss with your mentor. Your mentor can also assist you in keeping to this plan and maintaining momentum throughout the course.

### Kick-off meeting

Your BSB40920 Certificate IV in Project Management Practice is a project!

In your initial meeting with your mentor, you will:

- Define the outcomes you want from this course (why you are studying)
- Plan the course scope, time and resource requirements
- Consider any risks to course completion and how they might be managed, and
- Agree information and communication requirements.

If you have any special learning or support needs, you should share them with your mentor at this meeting, and strategies can be implemented to assist you in managing them.

Following this meeting, you, your mentor and (if sponsoring) your employer will sign off and commit to your training plan.

At regular intervals throughout the course, you will give updates on the status of your study project to your mentor and negotiate changes to your study plan.

To schedule your kick-off meeting over Zoom, don't hesitate to get in touch with your mentor via the details in your welcome email or contact us directly on [admin@link.edu.au](mailto:admin@link.edu.au)

## Recommended plan

<i>Due date</i>	<i>Unit outcomes</i>
Weeks 1-12	OPEN Units 1-12
Weeks 13-14	BSBPMG420 Apply project scope management techniques
Weeks 15-16	BSBPMG421 Apply project time management techniques
Weeks 17-18	BSBPMG423 Apply project cost management techniques
Week 19	Reflection interview
Weeks 20-21	BSBPMG429 Apply project stakeholder engagement techniques
Weeks 22-23	BSBPMG425 Apply project information management and communications techniques
Weeks 24-25	BSBPMG427 Apply project procurement procedures
Week 26	Reflection interview
Weeks 27-28	BSBPMG426 Apply project risk management techniques
Weeks 29-30	BSBPMG428 Apply project life cycle management processes
Weeks 31-32	BSBPMG422 Apply project quality management techniques
Week 33	Reflection interview

## Graduate outcomes

Upon completion of our BSB40920 Certificate IV in Project Management Practice, you will be able to:

- Apply basic project management concepts, methods and theories
- Demonstrate the technical skills of project management
- Understand the interpersonal aspects of project management
- Manage the initiation, planning, delivery and close of simple projects
- Communicate professionally with project stakeholders
- Critically reflect on project and individual performance



## Graduate pathways

Graduates of our BSB40920 Certificate IV in Project Management Practice are encouraged to continue on to Link Education's BSB50820 Diploma of Project Management or higher-level qualification.