

Certificate IV/Diploma/Advanced Diploma of Project Management



The Moreland Group is a Registered Training Organisation (RTO) within Australia and is able to offer a nationally accredited qualification of Certificate IV in Project Management (AQF level 4), Diploma of Project Management (AQF Level 5) and an Advanced Diploma of Project Management (AQF level 6) (within the Business Services Training Package BSB01). These are competency-based awards, aligned with the National Competency Standards for Project Management (NCSPM).

Demonstration of competencies in all nine Units of the Level 5 NCSPM leads to the award of Diploma of Project Management. Demonstration in all nine Units of the Level 6 NCSPM leads to the award of Advanced Diploma of Project Management. Copies of these competencies can be viewed at the Australian National Training Authority's web-site at www.ntis.gov.au.

The Moreland Group offers full Recognition of Current Competency (RCC) for these qualifications.

Course support

The Moreland Group undertakes a range of courses to assist candidates develop competence in the units of the Level 5 and Level 6 competency standards of the NCSPM. These courses have been developed targeting key learning stages for project managers. Completion of the course exercises can be used as evidence of competency.

For **Certificate IV** course attendance of only Managing Projects in Organisations series is required and completing a day for assessment review and exam.

The eleven courses available for the Diploma of Project Management will be relevant for those undertaking the Advanced Diploma of Project Management.

Core and Entry Program

Introduction to Project Management

Managing Projects in Organisations - **Fundamentals**

Managing Projects in Organisations - **Implementing Projects**

Advanced and Specialist Programs

Personal Skills in Project Management

Managing People in Projects

Risk Management

Procurement Management

Project **Performance** Management

Project Life Cycle Management

MS Project Training

Project Governance Training

Project **Governance** Course





Course of Study support

The Moreland Group can also provide candidates with a suggested course of study to assist with competency development. A set of textbooks can be purchased from The Moreland Group or privately. A list of the appropriate reference sections from each competency unit is available to candidates undertaking assessment.

Coaching Support

The Moreland Group can also provide individual or group coaching support or assist in the development of internal coaches. Assessors can also provide coaching.

Assessment

The key element to successfully completing the Certificate IV/ Diploma/ Adv Diploma in Project Management is the assessment of current competence against the Competency Units outlined within the Business Services Training Package qualification guide.

The key element to the Award of the Certificate IV/ Diploma/ Adv Diploma is the assessment of competency. The process of assessment is fully documented as part of the National VET System Guidelines, which The Moreland Group is a part of as a Registered Training Organisation. Hence, Assessors must:

- Hold a Workplace Assessment Competency Certificate (preferably Certificate IV in Assessment and Workplace Training)
- Be fully experienced in the area of assessment

All Assessors used by The Moreland Group comply with this requirement, with each having over 10 years experience in training and project management fields.

The assessment process is likely to involve at least two face-to-face meetings between the candidate and the Assessor:

- The first is an initial meeting to establish a plan and identify current competency
- The second – a Final Overall Assessment meeting

If the candidate requires coaching assistance this can be provided by the Assessor or arranged through other suitably qualified people for an agreed fee.

Inevitably some discussion forms part of the assessment; however any intensive coaching work or work that requires a considerable injection of time by the assessor will attract an extra fee.

What is competence?

The broad concept of industry competency concerns the ability to **perform** particular tasks and duties to the standard of performance expected in the workplace. Competency requires the **application** of specified skills, knowledge and attitudes relevant to effective participation in an industry, industry sector or enterprise.

Information contained within this document has been taken from the Business Services Training Package, © Australian National Training Authority 2004, BSB01 Ver 3.



The Process

Candidates wishing to proceed for the Award of Diploma of Project Management or the Award of Advanced Diploma of Project Management need to follow the following steps:

1. Complete an Application Form signifying their intent to proceed.
2. Pay the Application Fee.
3. Meet with or talk to The Moreland Group's appointed Assessor.
4. Develop a project plan:
 - the scope
 - the timeline
 - key milestones
 - fee schedule
 - assessment meetings
5. Complete and lodge the plan with The Moreland Group.
6. Undertake any courses, course of study or progress assessments agreed in the plan, and pay progress fees according to the agreed schedule
7. Complete the gathering of evidence
8. Receive a final Overall Assessment from the Assessor
9. Pay final outstanding fees
10. Receive the Qualification

Flexibility

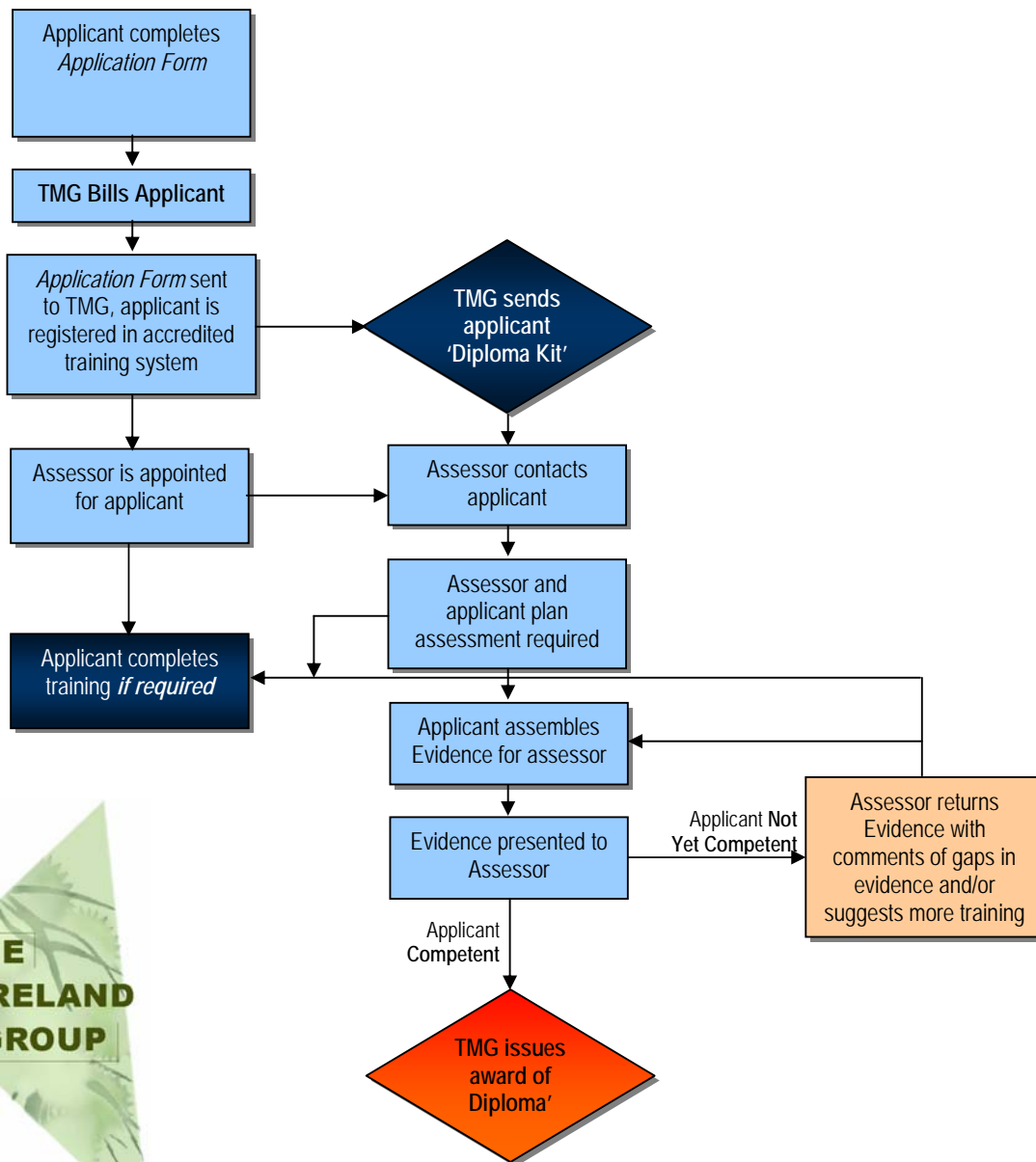
The Moreland Group understands that people learn skills and knowledge in the everyday performance of tasks. In no area is this more evident than project management. Hence our Diploma and Advanced Diploma have the most flexible combination of formal and informal learning strategies combined with adherence to accepted standards, of any education or training institution in the world. Flexible learning strategies as well as processes for demonstrating competency are the worlds best practise. We use the best approaches to ensure these Awards are leading edge in their field.

What Competencies are covered in each of the courses?

Candidates for the Certificate IV and Diploma in Project Management should aim to complete the Core and Entry project management training courses as a minimum, and other courses as their personal needs dictate.

Candidates for the Advanced Diploma of Project Management should aim to complete Courses 1-10 as their personal needs dictate. Those who have been project managers for some time may find Courses 1 and 2 aren't necessary, and may prefer to undertake Course 9 Advanced Project Management as a basis for determining their current levels of competency.

The Assessment Process





Course	<i>Applicable Competency Units covered (both Level 5 and 6)</i>
Course 1 – Managing Projects in Organisations - Fundamentals	Unit 1 and elements of all other Units
Course 2 – Managing Projects in Organisations – Implementing Projects	Unit 1 and elements of all other Units
Course 3 – Diploma Preparation	Elements of all Units
Course 4 – Personal Skills in Project Management	Units 1, 2, 6
Course 5 – Managing People in Projects	Units 1 and 6
Course 6 – Risk Management	Unit 8
Course 7 – Procurement Management	Unit 9
Course 8 – Project Performance Management	Units 1, 2, 5 and 7
Course 9 – Advanced Project Management	Unit 1 and elements of all other Units
Course 10 - Project Life Cycle, Measures and Control	Units 1, 2, 3 and 4
Course 11 – Project Governance Course	Elements of all Units

Competency Units for of the Award of Diploma of Project Management

The Level 5 Units of Competency are:

BSBPM501A	Manage application of project integrative processes
BSBPM502A	Manage project scope
BSBPM503A	Manage project time
BSBPM504A	Manage project costs
BSBPM505A	Manage project quality
BSBPM506A	Manage project human resources
BSBPM507A	Manage project communications
BSBPM508A	Manage project risk
BSBPM509A	Manage project procurement

Competency Units for the Award of Advanced Diploma of Project Management

The Level 6 Units of Competency are:

BSBPM601A	Direct the integration of multiple projects/programs
BSBPM602A	Direct the scope of multiple projects/programs
BSBPM603A	Direct time management of multiple projects/programs
BSBPM604A	Direct cost management of multiple projects/programs
BSBPM605A	Direct quality management of multiple projects/programs
BSBPM606A	Direct human resources management of multiple projects/programs
BSBPM607A	Direct communications management of multiple projects/programs
BSBPM608A	Direct risk management of multiple projects/programs
BSBPM609A	Direct project procurement and contracts of multiple projects/programs

The Moreland Group Project Management Development Pathway

