This document lists the requirements, skills and attributes recommended to successfully undertake a Certificate IV in Project Management Practice course.

Certificate IV in Project Management Practice is a high-level course and **not** an entry level course. It is highly recommended that applicants entering into the course possess high level skills such as document writing, budgeting and computing experience. These skills can be gained by completing the Certificate III in Business course.

Many of these skills and attributes are valued by industry and are key indicators of the employability skills required to work in many industry sectors.

In this role, you would carry out a mix of specialist and complex Project Management tasks that require self-development skills.

You will use well-developed skills and a broad knowledge base to help **solve unique problems, manage resources and working as part of a team, this qualification will equip you with the skills you need to become an effective Project Officer**

You will analyse information from a variety of sources.

You may provide leadership and guidance to others with some limited responsibility for the output of others.

To make an informed choice about this course, you must consider the requirements, skills, and attributes. As an individual working at this level in Project Management you will:

* Meet the course requirements.
* Have good communication, literacy, and numeracy skills.
* Use time-management and self-management skills to allocate study time.
* Use your initiative and problem-solving skills.
* Have already developed technology skills.
* Have the capability to plan, record and submit project documentation.

For more specific information on the details and tasks relating to the BSB40920 Certificate IV in Project Management Practice refer to [https://training.gov.au/Training/Details/BSB40920](https://training.gov.au/Training/Details/BSB40920%20)

**Please complete the following pages of this document to gain an understanding if this course is right for you:**

**Self-Assessment of** **Skills and Attributes**

If you think you may experience challenges related to a disability or health condition, or for any other reason, you should discuss your concerns with a teacher or request client services staff to make an appointment with a student support services staff member or disability liaison officer prior to attending an information session or applying for the course.

**If you make an informed choice that this is not the right pathway for you, please consider another qualification by accessing our course listings** -[TasTAFE](https://www.tastafe.tas.edu.au/)

TasTAFE also offers Vocational Preparation and English Language Service (ELS): [English Language Service](https://www.tastafe.tas.edu.au/courses/industry/vocational-preparation)

**Complete the following checklists
- tick the most appropriate box and add comments as required.**

| **Requirements** | Would be **unable** to do  | Would be **difficult** to do | Can do |
| --- | --- | --- | --- |
| **Plan and schedule regular commitment to 8-20 hours** |  |  |  |
| **Have a workplace to complete two workplace projects. (If not be able to organise with a volunteer organisation a workplace project)** |  |  |  |
| **Access to a full screen computer, with access to the internet.** **Have the ability to use complex programs.** |  |  |  |
| **Have good communication skills to work with project team members.** |  |  |  |

**Self-Assessment of Skills and Attributes**

Listed below are the skills and attributes which you will need to demonstrate during your training to meet the qualification requirements. These are also highly valued by industry when seeking employment.

| **Project Management Self-Assessment Area** | **I can do this** |
| --- | --- |

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Specific Skills (BSB40920)****I can demonstrate:** |  independently | With assistance |  Unable / Never done  |
| I can contribute to scope definition in a project and apply scope controls |  |  |  |
| I can assist in the development of project schedules and assist with assessing time management outcomes.  |  |  |  |
| I can assist with the development of a project budget and assist with project costs. |  |  |  |
| I can contribute to cost finalisation processes and apply quality planning policies and procedures. |  |  |  |
| I can contribute to continuous improvement processes. |  |  |  |
| I can assist with determining human resource processes and assist with human resource monitoring and stakeholder management practices. |  |  |  |
| I can contribute to communication and information planning and assess its effectiveness. |  |  |  |
| I can assist with risk analysis and planning. Conduct risk control activities and contribute to risk management outcomes. |  |  |  |
| I can assist with contract and procurement planning |  |  |  |
| I can assist with finalisation and handover activities. |  |  |  |

| **Functional Self-Assessment Areas** | **I do this** |
| --- | --- |

| **Planning, organising and self-management****I can demonstrate:**  |  Frequently  |  Sometimes  |  Never  |
| --- | --- | --- | --- |
| Appropriate time management skills. |  |  |  |
| The ability to prioritise, plan and organise own workload. |  |  |  |
| Capacity to cope with the demands of study  |  |  |  |
| The ability to accept responsibility for own actions. |  |  |  |
| The ability to concentrate for long periods of time. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |
| **Communication** **I can demonstrate:**  |  Frequently  |  Sometimes  |  Never |
| The ability to develop and maintain relationships, trust and confidence. |  |  |  |
| The ability to communicate with a range of people from different backgrounds. |  |  |  |
| The ability to communicate effectively in English, with clear and audible speech. |  |  |  |
| Politeness, respect and empathy in all interactions with people. |  |  |  |
| The ability to receive and reflect on constructive feedback for performance improvement and respond appropriately. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |
| **Teamwork****I can demonstrate:**  |  Frequently  | Sometimes  | Never  |
| The ability to work with other people for a common outcome. |  |  |  |
| Respect for other people and their role within the work team. |  |  |  |
| The ability to accept direction and feedback. |  |  |  |
| The ability to work under pressure and function effectively in stressful situations. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

| **Learning, Literacy and Numeracy****I can demonstrate:** | Frequently  | Sometimes  | Never  |
| --- | --- | --- | --- |
| The ability to identify own strengths and weaknesses and seek assistance where necessary. |  |  |  |
| The ability and motivation to build on past knowledge and experience. |  |  |  |
| The ability to take on new information and tasks. |  |  |  |
| **Reading Skills:** Interprets technical specifications and numerical data from a range of documentation and sources to assist in rectifying problems |  |  |  |
| **Writing Skills**: Uses clear language and formats required for the audience to convey explicit technical information, requirements and recommendations |  |  |  |
| **Numeracy Skills:** Extracts and evaluates the mathematical information embedded in tasks and texts |  |  |  |
| **Oral Skills:** Uses inclusive questioning techniques to obtain information from clients and provides precise advice and information to others |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

| **Problem Solving and observational skills****I can demonstrate:** |  Frequently |  Sometimes |  Never |
| --- | --- | --- | --- |
| The ability to identify potential problems and respond appropriately. |  |  |  |
| The ability to ask questions and seek clarification when necessary. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |
| **Initiative and enterprise****I can demonstrate:** |  Frequently  |  Sometimes  |  Never  |
| Self- Motivation and initiative |  |  |  |
| The ability to seek assistance when necessary. |  |  |  |
| Foresight / the ability to see what needs to be done. |  |  |  |
| Accept personal responsibility for accurate completion of work and seek help when required. |  |  |  |
| Ability to use and apply new knowledge in practice. |  |  |  |
| Able to manage time appropriately (for study and completion of assessments) |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Technology****I can demonstrate:** |  Frequently  |  Sometimes |  Never  |
| **I have** access to and use of the internet |  |  |  |
| The ability to learn and adapt to new technology. |  |  |  |
| The ability to use computers and related information technology including strong computing, word processing skills, data access using the internet, sending emails with attachments, uploading documents, video conferencing technologies such as Zoom and website research, recording, and submitting assessment work. |  |  |  |
| Are there any of the above areas you believe you need further assistance with? |

**Other considerations**

* If English is your second language; to ensure success in this course, we recommend ESL score of 5 to commence this course, evidence may be requested at enrolment.

**Thank you for taking the time to read this information and carry out the self-assessment.**

If you believe that, you have the skills to undertake Certificate IV in Project Management Practice please apply via the TasTAFE website. See the website for dates and details on how to apply online.

If you have any questions, please contact the Business team
on 1300 655 307.