# AUSTRALIAN SALESMASTERS TRAINING CO

## *RPL Assessment Tool Kit*

# *BSB41513*

# *Certificate IV in Project Management Practice*

# Contents

# Recognition of Prior Learning (RPL) Assessment Tool Kit

## BSB41513 Certificate IV in Project Management Practice

This RPL Assessment Tool Kit has been developed by ASTC in consultation with industry, as a resource to assist RPL Assessors by providing a set of quality assessment tools, which can be used to conduct whole-of-qualification RPL. This kit also contains information which can be provided to the candidate.

This kit should be customised to suit the needs of the candidate, employer/industry or Assessor and should reflect the purpose for which it is being used.

**It is recommended that prior to using this kit for the first time, and after any modifications or contextualisation, this RPL Assessment Tool Kit be validated by the user to ensure it meets the required Australian Qualifications Framework Standards (AQF), relevant Training Package requirements and ASTC policies.**

### A task-based model for RPL

A process for RPL has been developed that promotes holistic, task-based assessment, and which focuses on relating assessment activities to actual job tasks. The intention of this model is to streamline and simplify recognition processes for prospective candidates. This RPL Assessment Tool Kit has been developed to support this task-based model.

The focus of the new streamlined holistic assessment process is to focus on demonstrated skills and knowledge and is not reliant on documentary evidence as the main source of evidence.

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# Overview of the Recognition Process

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            │   Candidate Enquiry     │
            │  Candidate's Information │
            │          Form           │
            └─────────────────────────┘
                        │
                        ▼
STEP 1      ┌─────────────────────────┐      ┌──────────────────────┐
            │      Candidate          │─────▶│ If not ready for RPL,│
            │   Self-Evaluation       │      │ the candidate is to  │
            │                         │      │ be provided with     │
            └─────────────────────────┘      │ training options.    │
                        │                     └──────────────────────┘
                        ▼
STEP 2      ┌─────────────────────────┐
            │     Interview and       │
            │      Questioning        │
            └─────────────────────────┘
                        │
                        ▼
STEP 3      ┌─────────────────────────┐      ┌──────────────────────┐
            │    Demonstration/       │─────▶│     Gap Training     │
            │    Observation of       │      │     (if required)    │
            │    Practical Tasks      │      └──────────────────────┘
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STEP 4      ┌─────────────────────────┐                 │
            │      Supporting         │                 │
            │  Evidence/Third Party   │                 │
            │        Report           │                 │
            │      (If required)      │                 │
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            ┌─────────────────────────┐                 │
            │ Issue Qualification –   │◀────────────────┘
            │ Statement of Attainment │
            │        By ASTC          │
            └─────────────────────────┘
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# PART 1

# Section 1

# Assessor's Information

**It is important that you complete both Sections 3 (Interview/Questioning) and 4 (Practical Tasks) when completing RPL assessment using this kit.**

The RPL process is a streamlined process which **does not** rely solely on documentary evidence. It uses a combination of questioning, practical assessment and supporting evidence to provide evidence of the candidate's competence.

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# Introduction

Welcome to BSB41513 Certificate IV in Project Management Practice .

This RPL Assessment Tool Kit contains eight (8) units of competency.

It is simply set out, with a covering comprehensive list of instructions at the front of each document, as well as covering instructions for each step of the process, as found in the notes for the Assessor, and notes for the candidate.

Included in this kit are the following documents:

- Assessor's Information

- Explanation of RPL documents

- Qualification Rules and list of units of competency contained in this kit

- Units of competency separated into clusters for assessment

- Tool Kits for each cluster:

  ► Interview Question Bank and Recording Sheets

  ► Practical Tasks and Observation Recording Sheets

- Candidate's Information

  ► Candidate's Self-Evaluation Form (incorporating Third Party Verification)

- Mapping documents for all the units of competency included in this kit.

# Explanation of RPL documents

a)   **Interview Question Bank and Recording Sheets** *(Section 3)***:** The interview question bank is the second stage of the process, in which the Assessor and the candidate confirm the knowledge by discussing a series of questions. Each of these questions includes a series of **Key Points**, which may assist the Assessor in guiding the discussions.

b)   **Practical Tasks and Observation Recording Sheets** *(Section 4)***:** These tools are designed to guide the Assessor and candidate through a workplace observation, proving the candidate's ability to conduct the specific tasks and skills required for recognition of competence in the particular area.

c)   **Candidate's Information and Self-Evaluation Forms** *(Section 5)***:** This document is for the candidate to assess their suitability for RPL process, by asking them to consider each of the points and assessing their ability against the task. It has been broken into smaller skill groups, clustering like activities together to enable ease of completion. It is then reinforced by the candidate's supervisor's comments, both against tasks and as a summary for each group. This serves as third party validation of the candidate's claims.

d)   **Third Party Report and Supporting Documentation (if applicable)** *(Section 6)***:** The third party verification report is provided for referees, for example the supervisor, to confirm the candidate's skills and experience in the qualification/occupation. This is particularly useful in addressing employability skill requirements. It is important to note that third party reports are not always available and it is recommended that Assessors use their professional judgement to determine if this is a requirement.

e)   **Mapping Document** *(Section 7)***:** This tool demonstrates how each of the documents reflects the units of competency in the particular cluster.

# Section 2

# List of competencies in this RPL Assessment Tool Kit

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# Qualification Rules

## BSB41513 Certificate IV in Project Management Practice

### Entry to qualifications and progression advice

The following information has been extracted from BSB07 Business Services Training Package. The qualification is made up of nine (9) units.

### Requirements

Successful completion of a total of nine (9) units of competency made up of:

- BSBPMG409A Apply project scope-management techniques

- BSBPMG410A Apply project time-management techniques

- BSBPMG412A Apply project cost-management techniques

- BSBPMG411A Apply project quality-management techniques

- BSBPMG413A Apply project human resources management approaches

- BSBPMG414A Apply project information management and communication techniques

- BSBPMG415A Apply project risk-management techniques

- BSBPMG416A Apply project procurement procedures

- BSBPMG417A Apply project life cycle management processes

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# List of competencies in this RPL Assessment Tool Kit

This section identifies the units contained in this kit.

## Units of competency covered in this RPL Assessment Tool Kit

**Note: Both clusters need to be completed to qualify for this award.**

**Cluster 1 – Scope, life cycle, time, cost and quality management**

| Unit Code | Unit Title | Core/Elective |
|---|---|---|
| BSBPMG401A | Apply project scope management techniques | Core |
| BSBPMG402A | Apply time management techniques | Core |
| BSBPMG403A | Apply cost management techniques | Elective |
| BSBPMG404A | Apply quality management techniques | Core |
| BSBPMG417A | Apply project life cycle management processes | Elective |

**Cluster 2 – Project human resources, communications, risk and procurement management**

| Unit Code | Unit Title | Core/Elective |
|---|---|---|
| BSBPMG405A | Apply human resources management approaches | Elective |
| BSBPMG406A | Apply communications management techniques | Elective |
| BSBPMG407A | Apply risk management techniques | Elective |
| BSBPMG408A | Apply contract and procurement procedures | Elective |

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# Section 3

# Interview Question Bank and Recording Sheets

**This section contains questions the Assessor may ask the candidate while documenting their conversation during the RPL interview.**

## Assessor's Instructions

It is not intended that every question for each competency be asked or discussed during the conversation. Only questions related to those competencies that the initial documentary review has failed to fully address are required.

Each question provides key points to look for in the candidate's responses. You may wish to use these key points to formulate questions of your own, contextualise, or rephrase the suggested questions to suit the candidate's particular work situation.

On the Recording Sheets, place a tick next to each key point as it is addressed by the candidate during the conversation. By doing this, you are recording what you have heard the candidate say during the interview.

Use the Assessor's Comments section next to each question to provide further details about the context of the discussion or other key points and examples the candidate has discussed that may be relevant in confirming competence.

It is important to remember that the notes taken during the questioning interview are important evidence and should be retained as part of the candidate's assessment records.

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# Interview Question Bank and Recording Sheets

## Cluster 1 – Scope,life cycle, time, cost and quality

**Assessor's Instructions**

The interview should allow the candidate to confirm their knowledge as identified by their Self-Evaluation against relevant units of competency. The Assessor may use these questions to guide the interview ensuring that the candidate addresses the key points identified for each question.

These key points exist as a guide only, and the Assessor is encouraged to expand on them where necessary to satisfy depth of underpinning knowledge and skills.

It is recommended that the interview be conducted in the workplace, allowing the candidate access to documents, equipment etc to support their statements.

**Record of interview**

| | |
|---|---|
| **Candidate's name** | |
| **Assessor's name** | |
| **How/where was the interview conducted?** | **Interview only** ☐ <br><br> **At an ASTC's premises** ☐  **Name**: _____ <br><br> **In the workplace** ☐  **Name:** _____ |

## Cluster 1 – Scope, life cycle, time, cost and quality

| **Candidate's name** | |
|---|---|

| **Units of competency**<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | **Units of competency**<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques |

| **Questions relating to<br>Cluster 1** | **Key points to be addressed by the candidate** | **Yes** | **No** | **Assessor's Comments** |
|---|---|---|---|---|
| **Question 1**<br>Think about a time when you worked as part of a project team. Explain how the team identified and defined the scope of a new project. | ❑ Rolling wave planning<br><br>❑ Gantt charts/PERT charts<br><br>❑ Critical path analysis<br><br>❑ Milestone plans | ❑ | ❑ | |
| **Question 2**<br>Think about a time when you worked as part of a project team. Explain what you included in the project.<br>Where did you source information for the project plan? | ❑ Scope: project objectives and deliverables; key stakeholders, assumptions and constraints<br><br>❑ Reference make to the nine knowledge areas<br><br>❑ Time: schedule, milestones<br><br>❑ Cost: budget<br><br>❑ Quality: quality criteria<br><br>❑ Risk: project risks, risk management strategy<br><br>❑ Human resources: project team (HR structure)<br><br>❑ Procurement: process, what is to be procured<br><br>❑ Communication: communication plan (or reference to) | ❑ | ❑ | |

## Cluster 1 – Scope, life cycle, time, cost and quality

| Candidate's name | |
|---|---|

| Units of competency | Units of competency |
|---|---|
| BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques |

| Questions relating to Cluster 1 | Key points to be addressed by the candidate | Yes | No | Assessor's Comments |
|---|---|---|---|---|
| | ❑ Stakeholder engagement<br><br>❑ Endorsements/sign-off<br><br>❑ Information sourced from stakeholders, old lessons learned reports, project team, suppliers, finance, project sponsor<br><br>❑ Reference to individual plans for quality, cost, time and scope | | | |
| **Question 3**<br>When you worked as part of a project team, what needed to be done during the planning phase of the project, with regards to scope, time, quality and cost? | ❑ Project activities, costs and quality criteria: creating a work breakdown structure (WBS), consultation with stakeholders, team members, experts, project sponsor, end user<br><br>❑ Defined and mapped activities by creating a WBS<br><br>❑ Estimated activity durations in consultation with stakeholders (as above)<br><br>❑ Discusses key themes of quality management<br><br>❑ Quality criteria defined<br><br>❑ Delivering targeted requirements<br><br>❑ Client satisfaction | ❑ | ❑ | |

# Cluster 1 – Scope, life cycle, time, cost and quality

| **Candidate's name** | |
|---|---|

| **Units of competency**<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | **Units of competency**<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques |
|---|---|

| **Questions relating to Cluster 1** | **Key points to be addressed by the candidate** | **Yes** | **No** | **Assessor's Comments** |
|---|---|---|---|---|
| | ❑ Client needs delivered on time and on budget<br><br>❑ Meeting stakeholder expectations<br><br>❑ Best practice<br><br>❑ Project costs estimated using industry recognised technique | | | |
| **Question 4**<br>When you worked as part of a project team, what processes did your team use to monitor and report on the project progress throughout the project life cycle? | ❑ Status reporting (possibly checkpoint reports, highlight reports)<br><br>❑ Team meetings | ❑ | ❑ | |
| **Question 5**<br>Think of a project you have managed. Explain what had to be monitored and controlled throughout the project life cycle and the methods used.<br>**Note:** Response only needs to refer to cost, time, scope and quality. | ❑ Reference to cost, scope, quality and time knowledge areas (ie what was monitored, for example schedule)<br><br>❑ How scope creep was managed/avoided<br><br>❑ Communication with client to ensure quality criteria were on track for being met<br><br>❑ Scope reviewed and change requests submitted for changes to scope<br><br>❑ Slippage in scope, time, cost or quality is | ❑ | ❑ | |

## Cluster 1 – Scope, life cycle, time, cost and quality

| Candidate's name | |
|---|---|

| Units of competency<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | Units of competency<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | | |
|---|---|---|---|---|
| **Questions relating to Cluster 1** | **Key points to be addressed by the candidate** | **Yes** | **No** | **Assessor's Comments** |
| | identified and strategies put in place to bring them back on track, and how this was done<br><br>❑ Discusses how the project schedule was adjusted by:<br>• managing inputs<br>• measuring project performance<br>• evaluating schedule variance<br>• reporting schedule variance<br>• implementing authorised schedule changes<br>• applying corrective action | | | |
| **Question 6**<br>What tools have you used for developing and monitoring budgets? How have you monitored and reported cost blowouts and obtained authorisation for permanent variances to the budget? | ❑ Discusses use of:<br>• project management software (ie Microsoft® project spreadsheets, accounting software [MYOB®, QuickBooks®], organisational documents<br>• changes to budget; variances etc are identified and approved<br>• cost baseline<br>• performance management<br>• graphs<br>• profit and loss statements | ❑ | ❑ | |

# Cluster 1 – Scope, life cycle, time, cost and quality

| Candidate's name | |
|---|---|

| Units of competency<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | Units of competency<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques |
|---|---|

| Questions relating to<br>Cluster 1 | Key points to be addressed by the candidate | Yes | No | Assessor's Comments |
|---|---|---|---|---|
| | • invoice and payment records<br>• cost verification and validation documentation | | | |
| **Question 7**<br>Think about a project team you were part of. At project finalisation/closure, how did you record improvements for future projects? How was this information stored? | ☐ Lessons learned report for:<br>• project costs<br>• project time<br>• project human resources<br>• project scope<br>• project procurement<br>• project quality<br>• project risk<br>• project communication | ☐ | ☐ | |

## Cluster 1 – Scope, time, cost and quality

| Candidate's name | |
|---|---|

| Units of competency | Units of competency |
|---|---|
| BSBPMG409A Apply project scope-management techniques<br>BSBPMG410A Apply project time-management techniques | BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques |

**Additional notes from conversation**

| Assessor's signature | | Outcome<br>*(Please circle)* | S<br>*(Satisfactory)* | NYS<br>*(Not Yet Satisfactory)* |
|---|---|---|---|---|
| Assessor's name | | Date | | |

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# Interview Question Bank and Recording Sheets

## Cluster 2 – Project human resources, communications, risks and procurement

**Assessor's Instructions**

The interview should allow the candidate to confirm their knowledge as identified by their Self-Evaluation against relevant units of competency. The Assessor may use these questions to guide the interview ensuring that the candidate addresses the key points identified for each question.

These key points exist as a guide only, and the Assessor is encouraged to expand on them where necessary to satisfy depth of underpinning knowledge and skills.

It is recommended that the interview be conducted in the workplace, allowing the candidate access to documents, equipment etc to support their statements.

**Record of interview**

| | |
|---|---|
| **Candidate's name** | |
| **Assessor's name** | |
| **How/where was the interview conducted?** | **Interview only** ☐<br><br>**At an ASTC's premises** ☐    **Name**: _____<br><br>**In the workplace** ☐    **Name:** _____ |

# Cluster 2 – Project human resources, communications, risk and procurement management

| Candidate's name | |
|---|---|

| Units of competency<br>BSBPMG413A Apply project human resourses management approaches<br>BSBPMG414A Apply project information management and communication techniques | Units of competency<br>BSBPMG415A Apply project risk-management techniques<br>BSBPMG416A Apply project procurement procedures |
|---|---|

| Questions relating to<br>Cluster 2 | Key points to be addressed by the candidate | Yes | No | Assessor's Comments |
|---|---|---|---|---|
| **Question 1**<br>Think of a time when you contributed to the establishment of a risk management plan. What risk management tools did you use to determine project risks? | ❑ Refers to Australian Standard® for Risk Management AS/NZX4360 | ❑ | ❑ | |
| **Question 2**<br>Think of a time when you contributed to the establishment of a risk management plan. How was it developed? | ❑ Agreement reached with stakeholders<br><br>❑ How risks are communicated<br><br>❑ Establishment or risk management processes and procedures<br><br>❑ Reporting on the project<br><br>❑ Review of project outcomes | ❑ | ❑ | |
| **Question 3**<br>Think of a time when you contributed to managing a project. Describe how the risk management plan was implemented and monitored against the project management plan. | ❑ Consultation with stakeholders<br><br>❑ Risk mitigations implemented<br><br>❑ Monitored and controlled risks throughout project life cycle<br><br>❑ Measured risk management plan against project management plan | ❑ | ❑ | |

## Cluster 2 – Project human resources, communications, risk and procurement management

| **Candidate's name** | |
|---|---|

| **Units of competency**<br>BSBPMG413A Apply project human resources management approaches<br>BSBPMG414A Apply project information management and communication techniques | **Units of competency**<br>BSBPMG415A Apply project risk-management techniques<br>BSBPMG416A Apply project procurement procedures |
|---|---|

| **Questions relating to Cluster 2** | **Key points to be addressed by the candidate** | **Yes** | **No** | **Assessor's Comments** |
|---|---|---|---|---|
| **Question 4**<br>What methods have you used to determine the effectiveness of a risk management plan? | ❑ Review risk management plan<br><br>❑ Review risk strategies<br><br>❑ Consultation with stakeholders | ❑ | ❑ | |
| **Question 5**<br>Think of projects you have contributed to. How did you capture lessons learned relating to:<br>• risk management<br>• communication management<br>• human resource management<br>• procurement processes? | ❑ Lessons learned log (throughout project life cycle)<br><br>❑ Captured lessons learned from team leaders, team members and stakeholders<br><br>❑ Project review process | ❑ | ❑ | |
| **Question 6**<br>Think of a time when you contributed to the managing of a project. Describe in detail how the procurement was managed from project start-up to completion. | Authority levels<br><br>❑ Purchasing procedures<br><br>❑ Identification of sources<br><br>❑ Selection processes and criteria<br><br>❑ Procurement management plan<br><br>❑ Implementation of the procurement plan:<br><br>    • change or modification process used | ❑ | ❑ | |

# Cluster 2 – Project human resources, communications, risk and procurement management

| **Candidate's name** | |
|---|---|

| **Units of competency**<br>BSBPMG413A Apply project human resourses management approaches<br>BSBPMG414A Apply project information management and communication techniques | **Units of competency**<br>BSBPMG415A Apply project risk-management techniques<br>BSBPMG416A Apply project procurement procedures |
|---|---|

| **Questions relating to Cluster 2** | **Key points to be addressed by the candidate** | **Yes** | **No** | **Assessor's Comments** |
|---|---|---|---|---|
| | • how progress is reviewed<br>• compliance with the contract<br>• problem identification and remedial action | | | |
| **Question 7**<br>Think of a time when you contributed to the managing of a project. How were the contracting activities conducted in conjunction with the procurement management plan? | ❑ Development of proposals/tenders<br>❑ Communication processes with prospective vendors<br>❑ Evaluation of responses<br>❑ Vendor selection<br>❑ Contract negotiation and finalisation | ❑ | ❑ | |
| **Question 8**<br>Describe methods you would use to determine the effectiveness of management plans for:<br>• procurement<br>• human resources<br>• risk<br>• communication. | ❑ Project reviews<br>❑ Continuous improvement models<br>❑ Feedback from stakeholders and/or team members | ❑ | ❑ | |

## Cluster 2 – Project human resources, communications, risk and procurement management

| Candidate's name | |
|---|---|

| Units of competency<br>BSBPMG413A Apply project human resources management approaches<br>BSBPMG414A Apply project information management and communication techniques | Units of competency<br>BSBPMG415A Apply project risk-management techniques<br>BSBPMG416A Apply project procurement procedures |
|---|---|

| Questions relating to<br>Cluster 2 | Key points to be addressed by the candidate | Yes | No | Assessor's Comments |
|---|---|---|---|---|
| **Question 9**<br>Describe the human resource management (HRM) methods, techniques and tools that can be developed and used to implement HRM procedures and plans throughout the project life cycle. | ❏ Work breakdown structures<br>❏ Methods for monitoring roles and responsibilities<br>❏ Methods for providing feedback on performance and reporting requirements in relation to human resources (eg performance appraisal development) | ❏ | ❏ | |
| **Question 10**<br>Describe how you have communicated staff responsibilities, authority and individual performance to team members. | ❏ Team plan<br>❏ Role descriptions | ❏ | ❏ | |
| **Question 11**<br>Describe the processes you have used to determine training and development needs for project team members. | ❏ Training needs analysis<br>❏ Identification of requirements<br>❏ Documentation<br>❏ Analysis<br>❏ Delegation of authority | ❏ | ❏ | |
| **Question 12**<br>Think of projects you have worked on. How was project-related information | ❏ Minutes of meetings<br>❏ Project status reports | ❏ | ❏ | |

# Cluster 2 – Project human resources, communications, risk and procurement management

| **Candidate's name** | |
|---|---|

| **Units of competency**<br>BSBPMG413A Apply project human resourses management approaches<br>BSBPMG414A Apply project information management and communication techniques | **Units of competency**<br>BSBPMG415A Apply project risk-management techniques<br>BSBPMG416A Apply project procurement procedures |
|---|---|

| **Questions relating to Cluster 2** | **Key points to be addressed by the candidate** | **Yes** | **No** | **Assessor's Comments** |
|---|---|---|---|---|
| collected, validated and distributed to assist in decision-making throughout the project life cycle? | ❏ Change requests<br><br>❏ Exception reports | | | |
| **Question 13**<br>Think of projects you have worked on. How were the communication networks established within the project? | ❏ Internal staff networks<br><br>❏ Client networks<br><br>❏ Stakeholder networks<br><br>❏ Integration of the networks | ❏ | ❏ | |
| **Question 14**<br>Think of projects you have worked on. What did you contribute to the development and implementation of the communications plans? | ❏ Determined communication methods<br><br>❏ Developed communication plan<br><br>❏ Identified stakeholders and information that needed to be communicated | ❏ | ❏ | |

# Cluster 2 – Project human resources, communications, risk and procurement management

| Candidate's name | |
|---|---|

| Units of competency | Units of competency |
|---|---|
| BSBPMG413A Apply project human resourses management approaches | BSBPMG415A Apply project risk-management techniques |
| BSBPMG414A Apply project information management and communication techniques | BSBPMG416A Apply project procurement procedures |

**Additional notes from conversation**

| Assessor's signature | | Outcome *(Please circle)* | S *(Satisfactory)* | NYS *(Not Yet Satisfactory)* |
|---|---|---|---|---|
| Assessor's name | | Date | | |

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# Section 4

# Practical Tasks
# and
# Observation
# Recording Sheets

**This section contains practical assessment tasks that the candidate will complete to assist you in determining their skills and knowledge**.

## Assessor's Instructions

Use the Observation Recording Sheets for each of the practical tasks to document the skills and knowledge demonstrated by the candidate in completing each of the required tasks.
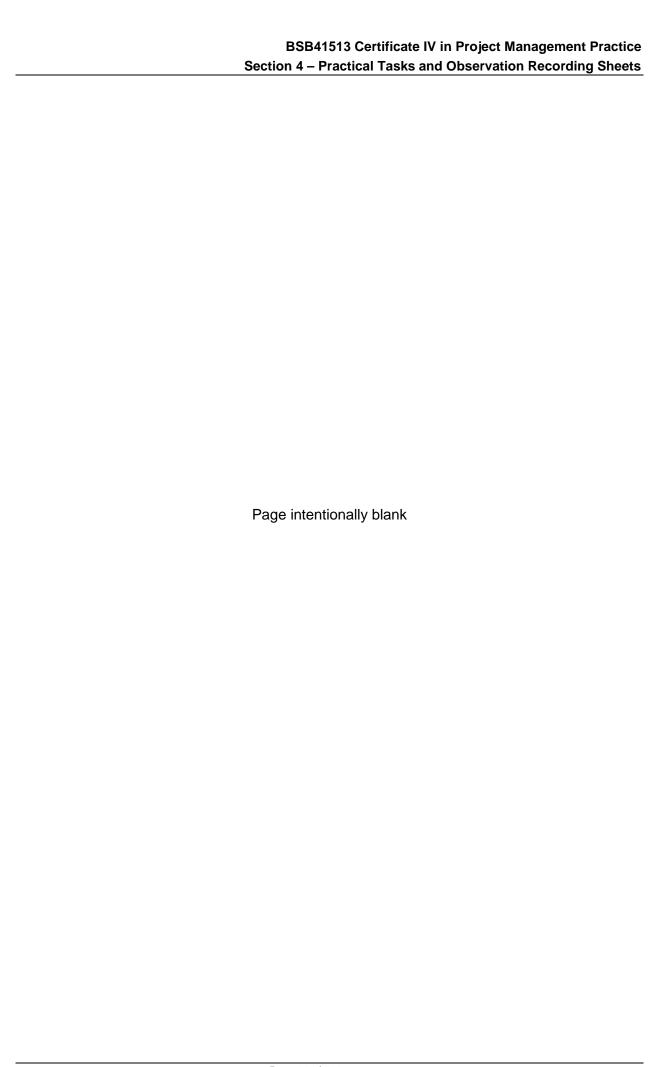
These practical tasks may be modified to suit the context of the candidate's workplace, job role or their work environment.

Not all tasks need to be completed. The Assessor should select only those tasks that will provide the required evidence to prove competence by the candidate.

For a whole qualification it **may** be necessary to perform all tasks.

It is important to remember that the notes made by the Assessor during the observation of the practical demonstration are important evidence and should be retained as part of the candidate's assessment records.

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# Practical tasks

While performing the various practical tasks, it is important that the principles of Occupational Health and Safety, and workplace safety requirements be met at all times.

Assessors need to ensure that the specifications for materials/resources used in the practical tasks are consistent with those in the critical aspects of evidence. *(Refer to the Mapping of Assessment Tools for more information.)*

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## Cluster 1 – Scope, time, cost and quality

The candidate is to demonstrate their ability to work as part of a project management team.

### Task 1 –Scope, time, cost and quality management

The candidate is to demonstrate their ability to juggle the four project constraints – Scope, time, cost and quality management – as a member of a project management team through the project life cycle.

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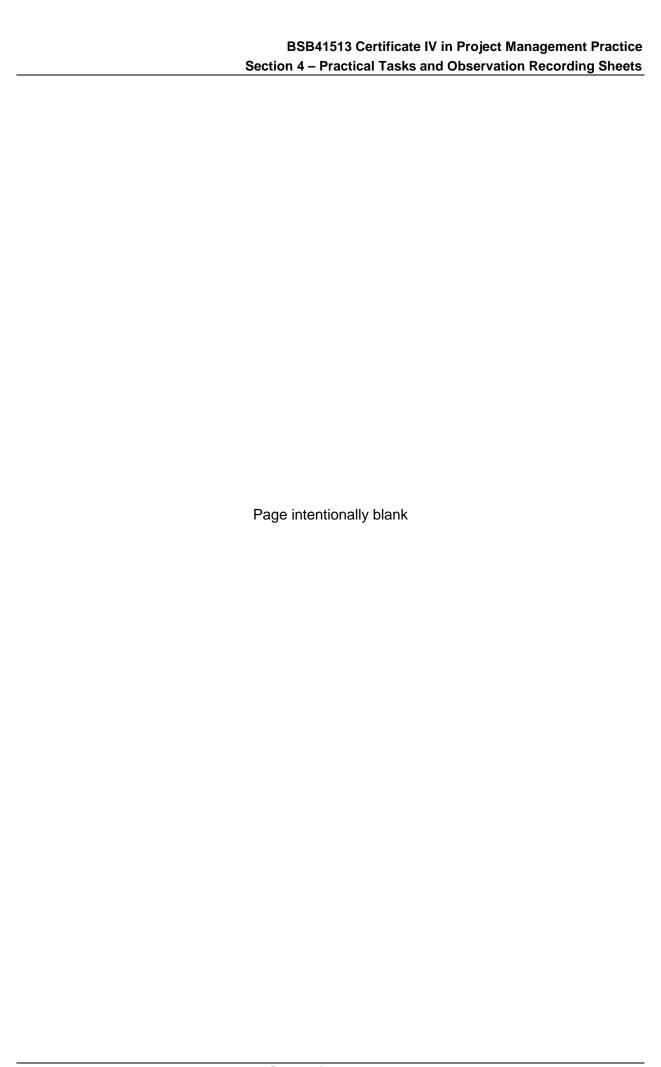## Cluster 2 – Project human resources, communications, risk and procurement management

The candidate is to demonstrate their ability to work as part of a project management team, contributing to managing Project human resources, communications, risk and procurement management .

### Task 2 –Risk and communication

The candidate is to provide examples of documents they have contributed to which demonstrate their ability to manage project risks and communication. The candidate is required to talk through the documents with the Assessor.

### Task 3 – HR and procurement

The candidate is to provide examples of documents they have contributed to which demonstrate their ability to manage project human resources and procurement. The candidate is required to talk through the documents with the Assessor.

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# Cluster 1 – Scope, life cycle, time, cost and quality management

## Task 1 – Project scope, life cycle, time, cost and quality

**Instructions for the candidate**

## Outline of task

For this task you are to demonstrate your ability to contribute to the managing of a project from start-up to completion, while balancing the five constraints of a project – scope, life cycle, time, quality and cost.

You will be assessed on your ability to:

- gather documents and materials from a project you have worked on.

With your Assessor, you are to talk through the documents, and demonstrate your knowledge and skills. You must have contributed to the creation of the documents for which you provide evidence.

Examples of documentation include:

- project plan

- business case

- project brief

- project initiation document (PID)

- project schedule

- project costings including forecasts and actuals

- quality management plan with defined quality criteria

- time management plan

- lessons learned register/log

- project review report.

You will need to discuss your contribution to:

- managing the Scope, time, cost and quality management throughout the project life cycle

- reporting project progress and to whom

- identifying key stakeholders

- estimating activity duration

- mapping project activities showing timelines, resource allocation, key milestones, time adjustments and reporting procedures

- calculating and recording of project costs

- monitoring and reviewing cost records

- monitoring and controlling the project schedule, quality, costs and scope

- identifying project quality criteria

- identifying the scope of work, objectives and deliverables

- capturing lessons learned and applied to continuous improvement processes and recommendations for future projects

- determining what needed to be done at project closure

- managing changes to the project scope

- receiving sign-off at agreed approval points throughout the project life cycle.

# Demonstration/Observation Checklist
## Cluster 1 – Scope, time, cost and quality management
## Task 1 – Project scope, life cycle, time, cost and quality

| | | |
|---|---|---|
| **Candidate's name** | | |
| **Assessor's name** | | |
| **Supervisor's name** *(if applicable)* | | |
| **Work activity** | The candidate is to demonstrate their ability to juggle the four project constraints – Scope, time, cost and quality management – as a member of a project management team through the project life cycle. | |
| **Cluster 1 – Core units of competency** | BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques |
| **Assessment location** | | |
| **Date of demonstration** | | **Time** |

### Instructions for the Assessor

The Assessor is to explain to the candidate, before the meeting, what they may need to provide in the way of evidence. A list of suggested project-related documents is provided on page 41. The Assessor may like to refer the candidate to these instructions before the meeting.

The candidate needs to provide evidence that clearly demonstrates that they have successfully worked as part of a project management team. It is not a requirement that the candidate has managed a project.

The Assessor may need to ask the candidate questions to determine their contribution towards:

- managing the Scope, time, cost and quality management throughout the project life cycle
- reporting project progress and to whom
- identifying key stakeholders
- estimating activity duration
- mapping project activities showing timelines, resource allocation, key milestones, time adjustments and reporting procedures
- calculating and recording of project costs
- monitoring and reviewing cost records
- monitoring and controlling the project schedule, quality, costs and scope
- identifying project quality criteria
- identifying the scope of work, objectives and deliverables
- capturing lessons learned and applied to continuous improvement processes and recommendations for future projects
- determining what needed to be done at project closure
- managing changes to the project scope
- receiving sign-off at agreed approval points throughout the project life cycle.

It is recommended that the Assessor take notes during the discussion. These notes can be referred to later to determine if there are any gaps in the candidate's evidence.

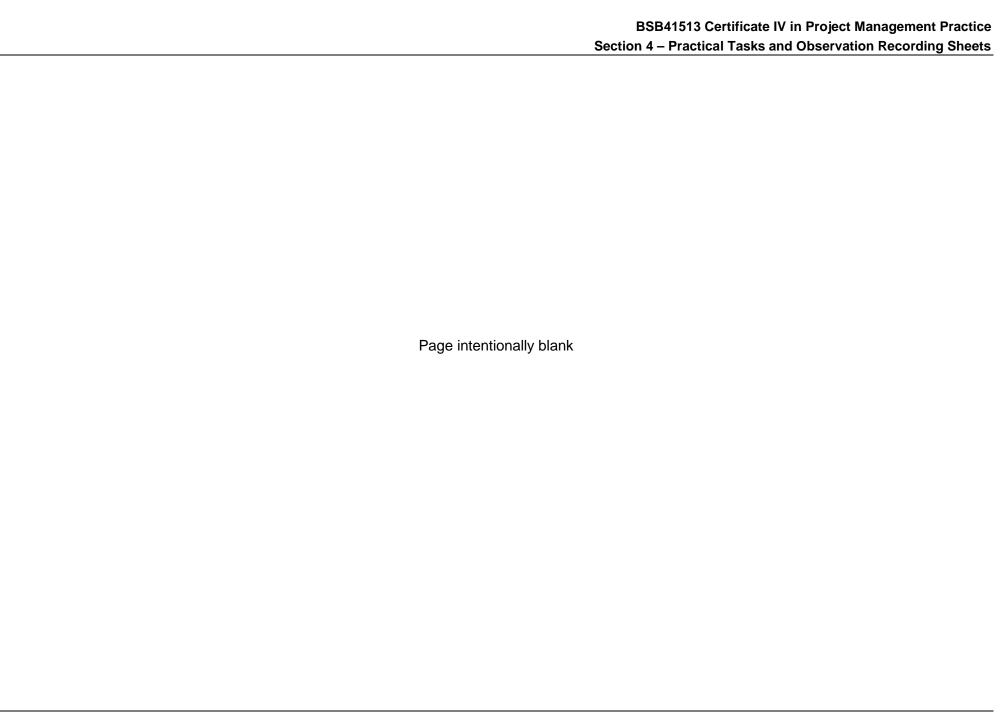| Resources required for this task |
| --- |
| The candidate must have access to relevant documentation. |

<table>
<tr><td colspan="4" align="center">

**Demonstration/Observation Checklist**

**Cluster 1 – Scope, life cycle, time, cost and quality management**

**Task 1 – Project scope, life cycle, time, cost and quality management**
</td></tr>
<tr><td colspan="1">**Candidate's name**</td><td colspan="3"></td></tr>
</table>

| During the demonstration or observation of skills, did the candidate do the following? | Is behaviour observed? | | Assessor's Notes |
|---|---|---|---|
| | **Yes** | **No** | |
| Demonstrate sound understanding of the project. | ❏ | ❏ | |
| Demonstrate understanding of project management tools for scheduling. | ❏ | ❏ | |
| Demonstrate understanding of project management tools for costing. | ❏ | ❏ | |
| Demonstrate tracking, monitoring and controlling the project with respect to the scope of the project. | ❏ | ❏ | |
| Demonstrate understanding the need for scope management in the context of the project life cycle. | ❏ | ❏ | |
| Demonstrate the ability to develop a budget for the project. | ❏ | ❏ | |
| Monitor expenditure within the project against the agreed budget. | ❏ | ❏ | |
| Work with others to develop quality plans and quality assurance procedures. | ❏ | ❏ | |
| Monitor and control quality within the project against requirements. | ❏ | ❏ | |
| Review Scope, time, cost and quality management at project closure. | ❏ | ❏ | |
| Create a 'lessons learned' log for future projects. | ❏ | ❏ | |

Assessor's general comments/observations

| Assessor's name | | Outcome *(Please circle)* | S *(Satisfactory)* | NYS *(Not Yet Satisfactory)* |
|---|---|---|---|---|
| Assessor's signature | | | | |
| Candidate's signature | | Date | | |

Page intentionally blank

# Cluster 2 – Project human resources, communications, risk and procurement management

## Task 2 – Project risk and communication

### Instructions for the candidate

## Outline of task

For this task you are to demonstrate your ability to contribute to the managing of project risk from start-up to completion, including how you communicated risks to stakeholders when appropriate.

You will be assessed on your ability to:

- gather documents and materials from a project you have worked on.

With your Assessor, you are to talk through the documents, and demonstrate your knowledge and skills. You must have contributed to the creation of the documents for which you provide evidence.

Examples of documentation include:

- risk management plan

- risk analysis matrix

- status reports

- exception reports (change requests)

- comments in closeout report (relating to risk)

- lessons learned

- communication plan

- stakeholder meetings (minutes, diary notes, etc)

- communications management matrix

- document management systems

- comments in closeout report (relating to communication)

- status reports.

You will need to discuss your contribution to:

- creating the risk management plan

- monitoring and controlling project risks

- creating the communication management plan

- communicating risk to stakeholders

- reviewing communication plan

- capturing lessons learned with relation to risk and communication.

## Demonstration/Observation Checklist
### Cluster 2 – Project human resources, communications, risk and procurement management
### Task 2 – Risk and communication

| | |
|---|---|
| **Candidate's name** | |
| **Assessor's name** | |
| **Supervisor's name** (if applicable) | |
| **Work activity** | The candidate is to demonstrate their ability to contribute to the managing of project risk from start-up to completion, including how they communicated risks to stakeholders when appropriate. |
| **Cluster 2 – Core units of competency** | BSBPMG414A Apply project information management and communication techniques / BSBPMG415A Apply project risk-management techniques |
| **Assessment location** | |
| **Date of demonstration** | **Time** |

**Instructions for the Assessor**

The Assessor is to explain to the candidate, before the meeting, what they may need to provide in the way of evidence. The Assessor may like to refer the candidate to these instructions before the meeting.

The candidate needs to provide evidence that clearly demonstrates that they have successfully worked as part of a project management team. It is not a requirement that the candidate has managed a project.

The Assessor may need to ask the candidate questions to determine their contribution towards:

- creating the risk management plan
- monitoring and controlling project risks
- creating the communication management plan
- communicating risk to stakeholders
- reviewing communication plan
- capturing lessons learned with relation to risk and communication.

It is recommended that the Assessor take notes during the discussion. These notes can be referred to later to determine if there are any gaps in the candidate's evidence.
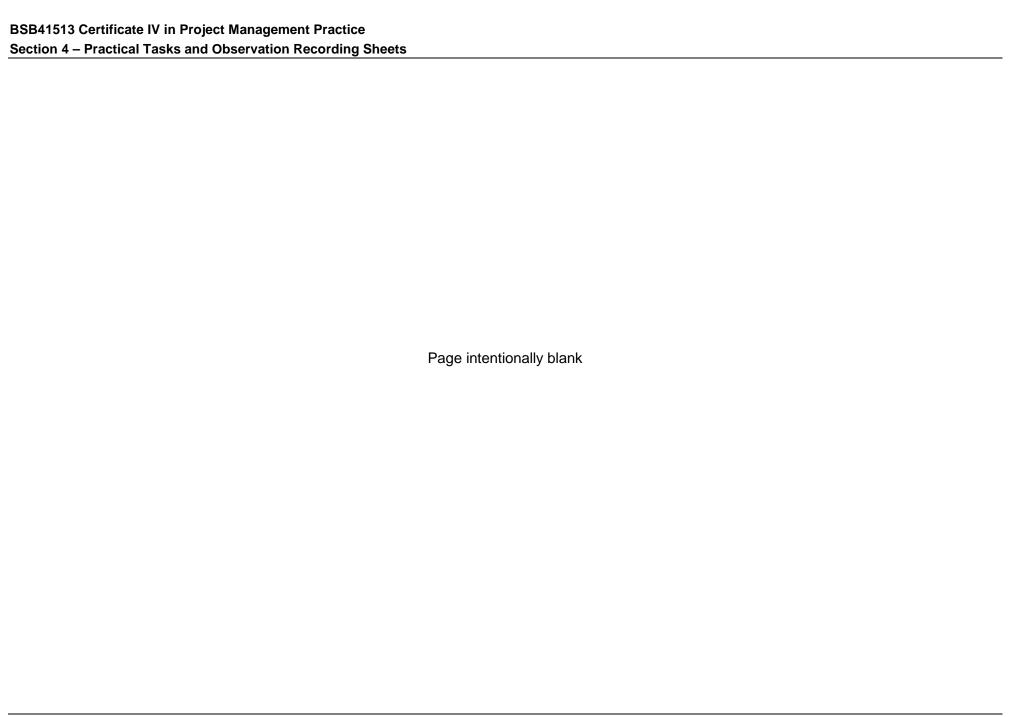
**Resources required for this task**

The candidate must have access to relevant documentation.

| Demonstration/Observation Checklist<br>Cluster 2 – Risk management<br>Task 2 – Risk assessment and risk control activities | | | |
|---|---|---|---|
| **Candidate's name** | | | |

| During the demonstration or observation of skills, did the candidate do the following? | Is behaviour observed? | | Assessor's Notes |
|---|---|---|---|
| | **Yes** | **No** | |
| Demonstrate knowledge of AS4360 and its relevance to risk management. | ❑ | ❑ | |
| Show understanding of a project risk management plan. | ❑ | ❑ | |
| Contribute to the development of a risk analysis matrix. | ❑ | ❑ | |
| Show understanding of strategies to monitor project risks. | ❑ | ❑ | |
| Show understanding of strategies to control project risks. | ❑ | ❑ | |
| Contribute to the development of risk mitigation strategies. | ❑ | ❑ | |
| Contribute to the development of a communication plan. | ❑ | ❑ | |
| Contribute to comments in closeout report relating to risk and communication. | ❑ | ❑ | |
| Contribute to the implementation of a communication plan. | ❑ | ❑ | |

Assessor's general comments/observations

| Assessor's name | | Outcome *(Please circle)* | **S** *(Satisfactory)* | **NYS** *(Not Yet Satisfactory)* |
|---|---|---|---|---|
| Assessor's signature | | | | |

| **Candidate's signature** | | **Date** | |
|---|---|---|---|

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# Cluster 2 – Project human resources, communications, risk and procurement management

## Task 3 – Project HR and procurement

**Instructions for the candidate**

## Outline of task

For this task you are to demonstrate your ability to contribute to the managing of project human resources and procurement from start-up to completion.

You will be assessed on your ability to:

- gather documents and materials from a project you have worked on.

With your Assessor, you are to talk through the documents, and demonstrate your knowledge and skills. You must have contributed to the creation of the documents for which you provide evidence.

Examples of documentation include:

- human resources management plan

- competency needs analysis

- staffing management plan

- resource sheets

- project organisational structure

- stakeholder analysis

- HRM process documents

- responsibility assignment matrix

- training and development plan

- performance management reports

- issue register

- status reports

- comments in closeout report (relating to HR)

- lessons learned report

- procurement management plan

- tender documentation (including processes)

- authorisation (sign-off) document

- evaluation documents (including process and checklists)

- formal documentation that shows approved changes to contract

- status reports

- exception reports

- checklist of finalisation activities (including timeframes)

- comments in closeout report (relating to procurement).

## Demonstration/Observation Checklist

### Cluster 2 – Project human resources, communications, risk and procurement management

### Task 3 – HR and procurement

| | |
|---|---|
| **Candidate's name** | |
| **Assessor's name** | |
| **Supervisor's name**<br>*(if applicable)* | |
| **Work activity** | The candidate is to demonstrate their ability to contribute to the managing of project human resources and procurement from start-up to completion. |

| **Cluster 2 – Core units of competency** | BSBPMG413A Apply project human resourses management approaches | BSBPMG416A Apply project procurement procedures |
|---|---|---|

| | | | |
|---|---|---|---|
| **Assessment location** | | | |
| **Date of demonstration** | | **Time** | |

**Instructions for the Assessor**

The Assessor is to explain to the candidate, before the meeting, what they may need to provide in the way of evidence. The Assessor may like to refer the candidate to these instructions before the meeting.

The candidate needs to provide evidence that clearly demonstrates that they have successfully worked as part of a project management team. It is not a requirement that the candidate has managed a project.

The Assessor may need to ask the candidate questions to determine their contribution towards:

- creating the human resources management plan

- creating the procurement management plan

- managing and monitoring the engagement of vendors, subcontractors, etc throughout the project life cycle

- managing and monitoring the purchasing of goods and services throughout the project life cycle.

It is recommended that the Assessor take notes during the discussion. These notes can be referred to later to determine if there are any gaps in the candidate's evidence.

**Resources required for this task**

The candidate must have access to relevant documentation.

<table>
<tr>
<td colspan="4"><strong>Demonstration/Observation Checklist</strong><br><strong>Cluster 2 – Project human resources, communications, risk and procurement management</strong><br><strong>Task 3 – HR and procurement</strong></td>
</tr>
<tr>
<td colspan="2"><strong>Candidate's name</strong></td>
<td colspan="2"></td>
</tr>
</table>

| During the demonstration or observation of skills, did the candidate do the following? | Is behaviour observed? | | Assessor's Notes |
|---|---|---|---|
| | **Yes** | **No** | |
| Demonstrate contribution to the human resources management plan. | ❏ | ❏ | |
| Show understanding of various human resource related documents – staffing management plan, resource sheets etc. | ❏ | ❏ | |
| Demonstrate contribution to, and/or understanding of, training and development plan. | ❏ | ❏ | |
| Show understanding of performance management reports. | ❏ | ❏ | |
| Demonstrate contribution to procurement management plan. | ❏ | ❏ | |
| Show understanding of tender documentation. | ❏ | ❏ | |
| Demonstrate contribution to acquiring authorisation (sign-off) documentation. | ❏ | ❏ | |
| Demonstrate contribution to managing and monitoring the purchasing of goods and services. | ❏ | ❏ | |
| Demonstrate contribution to the engagement of vendors, subcontractors, etc throughout the project life cycle. | ❏ | ❏ | |

| Assessor's general comments/observations | | | |
|---|---|---|---|
| | | | |
| **Assessor's name** | | **Outcome** *(Please circle)* | **S** *(Satisfactory)* | **NYS** *(Not Yet Satisfactory)* |
| **Assessor's signature** | | | |

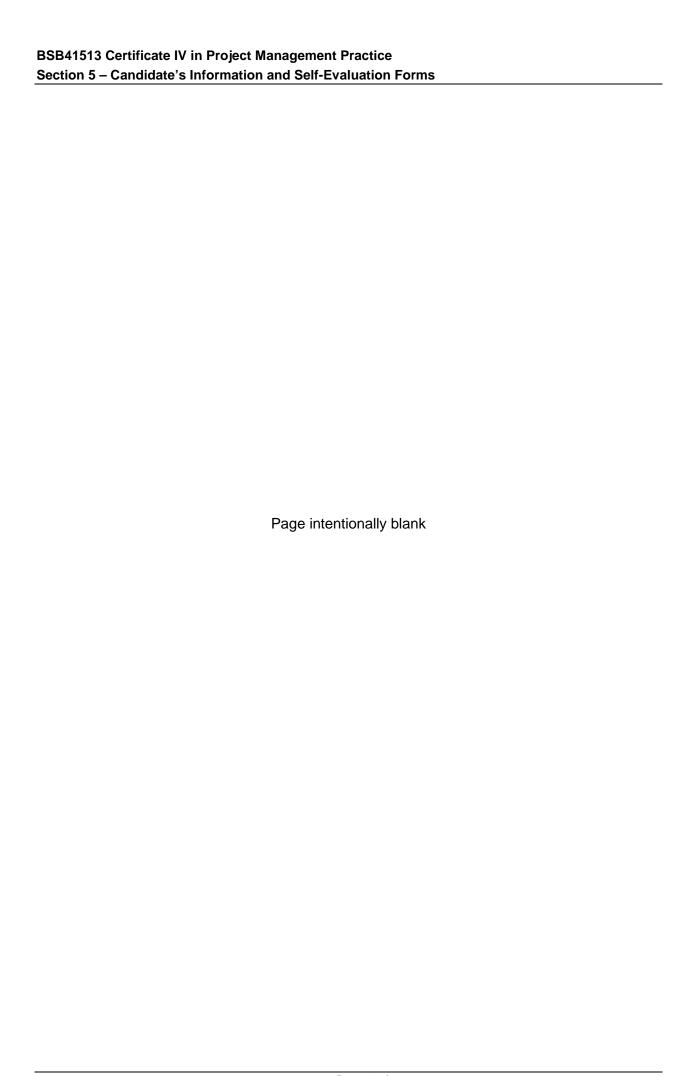| **Candidate's signature** | | **Date** | |
|---|---|---|---|

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# PART 2

# Section 5

# Candidate's Information and Self-Evaluation Forms

**It is recommended that candidates be provided with this information before applying for RPL.**

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# What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience including paid and volunteer work and skills attained through leisure pursuits such as musical, mechanical or linguistic abilities.

RPL recognises any prior knowledge and experience and measures it against the qualification in which students are enrolled. The individual may not need to complete all of a training program if he or she already possesses some of the competencies taught in the program.

## Why you should apply for RPL

If you apply for RPL and your application is successful you could:

- reduce or eliminate the need for any training in skills and knowledge you already have

- save time by not needing to attend any or a reduced number of classes and completing unnecessary work

- save money because you will not have to buy textbooks and other learning material

- complete your qualification in a shorter time

- advance to a higher level qualification in a shorter time if desired.

## Some terms you need to understand

It is important that you understand the following term to assist you with your RPL application.

### Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed that can be matched against a set of industry performance standards referred to as **units of competency**. These units are grouped together to form a specific industry qualification, within the Australian Qualifications (AQF).

Each unit of competency is divided into elements (a set of activities that lead to an overall achievement or demonstration of competence). Each of these elements is further broken down into a set of performance criteria which give a more detailed description of the skills and knowledge you need to be able to demonstrate.

Matching your evidence against each of the elements/performance criteria will help you to reach your qualification more quickly.

# How to prepare for your RPL assessment

In order for your skills to be formally recognised as part of a national qualification, Assessors must make sure that you (the candidate) have the required skills and knowledge to meet the industry standard as specified in the relevant Training Package.

You must be involved in the RPL process so that all the experience, skills and knowledge you have gained over time can be correctly identified and suitably demonstrated. This evidence is gathered and used in recognition of all or some of the units for the qualification you wish to gain.

All assessment requirements will be discussed with you in advance and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

Here are some tips to make the application process and interview easier for you.

1.  Your Assessor will ask you to talk about your work roles and your employment history.

    Bring a copy of your résumé. You might like to write down any work you have done in the past (paid or unpaid) and where this took place.

2.  If you have certificates from any training courses you have completed, bring along either certified copies or the originals to the interview with the Assessor and they can make a copy of them.

3.  Bring along any other documentation that you think would support your claim that you have done this work over time.

    The following is a list of some of the documents you can provide as examples of your work history:

    - brief CV
    - certificates/results of assessment
    - any licences
    - tickets held, eg forklift, crane
    - photographs of work undertaken
    - diaries/task sheets/job sheets/logbooks
    - site training records
    - site competencies held record
    - membership of relevant professional associations
    - hobbies/interests/special skills outside work
    - references/letters from previous employers/supervisors
    - industry awards

- any other documentation that may demonstrate your trade or industry experience or support your claim.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

4.    Think about whom you would consider to be your workplace contact or referee.

Is your employer happy to support your aim to become qualified?

Would you feel comfortable if the Assessor contacted your current workplace or previous workplace/s to validate your skills and spoke to your supervisor/s or employer/s?

5.    You will need to supply the contact details of work referees who can confirm your skills in the industry.

Think about whom the best person to confirm your skill level would be.

Think about current or recent supervisors or employers who have observed your work and who would be able to confirm your previous work skills and experience. The Assessor will need to contact them.

6.    You can speak with your Assessor about other ways you can show your skills for the trade or industry in which you are seeking recognition.

These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as there are no confidentiality issues – see below) or any other relevant documents.

## Confidentiality issues

It is important that sensitive information is not included as part of your Supporting Documentation (as identified in Section 6 and any other documentation you wish to use as evidence). You may need authorisation from your supervisor to use some of your evidence, so it is always best to check the privacy and confidentiality policies of the organisation. Client names should be deleted and financial figures or other personal details should be blacked out and made unidentifiable.

# The four steps in the RPL assessment process

Once your training organisation has provided you with the information you need to apply for RPL, you need to follow these four steps in order to complete the process.

| | |
|---|---|
| **Step 1 –**<br>**Self-Evaluation** | Before you decide to apply for RPL you need to assess your current competence for one or several units of competency.<br><br>Complete the candidate information and self-evaluation forms provided with as much information of your previous work experience as you can.<br><br>This will allow for an initial assessment of your experience and a check to see whether you can demonstrate the required skills and knowledge. You can discuss this with an RPL Assessor if you want.<br><br>You must be able to provide evidence against the elements/performance criteria for the relevant unit/s of competency.<br><br>It is not enough to simply state that you possess the skills and knowledge required. You must be able to **demonstrate** competence.<br><br>This is your opportunity to provide as much proof as you can of the variety of experience you have had. You should supply examples of your work history if you have any. (See Tip 3 above.)<br><br>Depending on the trade or industry you have worked in, you may or may not have documentary evidence available. This should not deter you from seeking RPL, as your Assessor will work with you throughout the RPL process.<br><br>You will also need to supply the contact details of work referees who can confirm your skills in the industry.<br><br>By asking your supervisor to complete their part of your self-evaluation, they will be providing valuable evidence confirming the work experience, skills and knowledge you have demonstrated in the performance of your work duties.<br><br>You will also be provided with a list of suggested evidence that you could use to demonstrate that you are competent in a particular unit or units of competency. This list is a guide only. If you have other suitable evidence to support your claim for RPL then you are encouraged to share this with your Assessor.<br><br>If you do not believe that you have any suitable evidence, then you should discuss your options with your Assessor.<br><br>Once you have completed the self-evaluation and made the decision that you would like to continue with the RPL process, make an appointment for an interview and enrol for RPL. |

| | |
|---|---|
| | *Note:* It is possible to gain RPL for an entire qualification. |
| **Step 2 – Enrolment and interview with the Assessor** | An interview with an Assessor who understands your industry will be organised for you. They will review – usually with you – the information and supporting documentation you have provided and match up your skills to the units/subjects in the qualification. |
| | During your RPL interview, your Assessor will discuss with you your self-evaluation and any evidence you have provided. |
| | It is at this point that you will be able to identify any previous work experience and discuss this with your Assessor. |
| | During this conversation, you will be required to answer questions relating to your work experience. This questioning forms part of the assessment, as it will identify your current knowledge and skills regarding the area of industry in which you are applying for recognition. |
| | If you are currently enrolled in a training course relating to this qualification, it is important that you let your Trainer know that you intend to apply for RPL, then nominate the units you have selected for RPL so that the required documentation can be processed and your application can go ahead. |
| | It is at this stage that a decision will be made whether you are able to proceed to the next step or whether you need to undergo gap training. |
| **Step 3 – Practical demonstration of your skills** | Your Assessor will organise with you and your employer to conduct a practical skills test at your workplace (if appropriate) or other suitable location. |
| | This is your opportunity to demonstrate your level of competence on a practical level. The assessment will focus on the skills required in the work activities which relate to the qualification in which you are applying for recognition. |
| | Your Assessor will identify the skills they want you to demonstrate by asking you to complete certain tasks. |
| **Step 4 – Provision of further supporting evidence** | Your Assessor will need to confirm your previous work experience with someone (such as your supervisor or employer) who can vouch for your skills over a period of time. |
| | They will contact the referees you have provided as part of the candidate information. |
| | Your Assessor may ask you to give your selected workplace contacts or previous employers the Third Party report to complete. Authentication of these reports by the Assessor would then be required. |

# After the assessment

After the assessment, your Assessor will advise you of the units of competency you have successfully completed. You will also be advised whether you have gained the full qualification or if gaps have been identified during the recognition process. If you do have skill gaps, these may be addressed through additional training.

If you have any questions during the RPL process, you should contact your Assessor.

.

## Candidate's Information Form

*(You may find it easier to provide the information for the following by attaching a **résumé**.)*

| Qualification/Industry in which you are seeking recognition | | |
|---|---|---|
| **BSB41513 Certificate IV in Project Management Practice** | | |
| **Personal details** | | |
| Surname | | |
| First name/s | | |
| Any other name/s used | | |
| Home address | | |
| Postal address *(if different from above)* | | |
| Telephone numbers | Home: | Work: |
| | Mobile: | Fax: |
| Email address | | |
| Are you a permanent resident of Australia? | Yes ❑ | No ❑ |
| Do you need an interpreter to help you with an interview? | | Yes ❑    No ❑ |
| Do you have a disability which we should be aware of? | | Yes ❑    No ❑ |
| Will you need special aids if you are required to undertake a practical assessment? | | Yes ❑    No ❑ |
| Please provide details of special needs so that we can assist you if required. | | |
| Current employment | | |
| Are you currently employed? | Yes ❑    No ❑ | |
| If 'yes', in which occupation are you currently employed? | | |
| What is your current job title? | | |
| Who is your current employer? | | |
| How long have you worked in this job approximately? | year/s | month/s |
| Is this occupation in the same industry as the industry in which you are applying for recognition? | Yes ❑    No ❑ | If 'no', go to the next page. |

| If 'yes', list some of the main tasks you perform as part of your work that you think are relevant to your RPL application. | | |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*If you have further recent industry experience relevant to your application, please attach another sheet or your current résumé.*

| Rate your knowledge and skills **against the qualification/industry relevant to your RPL application**. | | | |
|---|---|---|---|
| Industry area: Project Management Practice | **Yes** | **No** | **Possibly** |
| I think my experience is of a high level. | ❏ | ❏ | ❏ |
| I think I am skilled to do this job. | ❏ | ❏ | ❏ |
| I know how to do the work tasks really well. | ❏ | ❏ | ❏ |
| I can explain my experience and provide documentary evidence. | ❏ | ❏ | ❏ |
| I have undertaken much of this work without supervision. | ❏ | ❏ | ❏ |
| **Further training** | | | |
| I have attended training courses in this area of work. | ❏ | ❏ | |
| If 'yes', what training did you undertake? Include date training completed (month, year). | | | |
| **Is there any further information you wish to give in support of your application?** | | | |
|  | | | |

| Professional referees (relevant to work situation if not already listed on your résumé) | |
|---|---|
| Name |  |
| Position |  |
| Organisation |  |
| Address of organisation |  |
| Phone number |  |
| Mobile number |  |

| **Professional referees (relevant to work situation if not already listed on your résumé)** | |
|---|---|
| Email address | |

| **Professional referees (relevant to work situation if not already listed on your résumé)** | |
|---|---|
| Name | |
| Position | |
| Organisation | |
| Address of organisation | |
| Phone number | |
| Mobile number | |
| Email address | |

# Candidate's Employment History Form

*(You may attach a current **résumé** in place of completing this section.)*

| Name, address and phone number of employers | Period of employment (DD/MM/YYYY) | | Position/s held | Full-time Part-time Casual | Description of major duties |
|---|---|---|---|---|---|
| | **From** | **To** | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Attach additional sheet if required.

| | |
|---|---|
| | |
| | |

## Declaration

I declare that the information contained in this application is true and correct and that all documents are genuine.

| Candidate's signature | | Date | |
|---|---|---|---|

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# Candidate's Self-Evaluation Form

## Completion instructions

The purpose of completing the Self-Evaluation Form is to enable candidates who believe that they already possess the competencies, to assess their skills and knowledge against the qualification.

Complete the following pages and identify your capacity to perform the tasks described. Be honest in your appraisal. By completing this self-evaluation you will be identifying the areas where you may be able to apply for recognition.

**NB: If this self-evaluation is being used as evidence,** your supervisor must evaluate your ability to perform the work tasks. Your supervisor is also asked to comment on your ability to perform these work tasks and verify this by signing each section.

If this self-evaluation is being used only so that you and your assessor can decide if you should proceed, then it doesn't have to be verified.

Identify your level of experience in performing each competency/task by using the following:

- not well – I do the task but not well.
- well – I do the task well.
- very well – I do the task really well.

See example below.

| Competency/Task | I have performed these tasks | | | Supervisor Evaluation | Evidence to support claim | |
| --- | --- | --- | --- | --- | --- | --- |
| | **Frequently** | **Never** | **Sometimes** | | **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Using a computer to enter or change work information or data. | ☐ | | Not Well | Not Well | | |
| Using personal protective equipment as appropriate to conduct my work safely and in accordance with site and legal requirements. | Well | | ☐ | Well | 1 | Copy of Company Personal Protective Equipment Requirements for my job role. |

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# Candidate's Self-Evaluation

## Cluster 1 – Scope, time, cost and quality

| Candidate's name | | | Date completed | | | |
|---|---|---|---|---|---|---|
| **Units of competency**<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | | | **Units of competency**<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | | |
| **Cluster 1**<br>**Competency/Task** | **I have performed these tasks** | | | **Supervisor's Evaluation** | **Evidence to support claim** | |
| | **Frequently** | **Never** | **Sometimes** | | **Doc No.** | **Documentation provided**<br>(Number and name the document you are providing for easy reference) |
| 1.　I assist in the development of the statements of scope for a project and the scope management plan. | | | | | | |
| 2.　I assist with the process of scope change requests. | | | | | | |
| 3.　I contribute to the completion of the project evaluation and the project review report which included recommendations and lessons learned. | | | | | | |
| 4.　I contribute to the development of project schedules to completion and approval using a time management plan. | | | | | | |
| 5.　I contribute to the development of project budgets and budgeting processes to completion and approval by higher management. | | | | | | |
| 6.　I contribute to the implementation of a project including monitoring and control of project costs. | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 7. | I contribute to the completion and approval by higher management of a quality management plan for a project. | | | | | |

**Supervisor's comments** *(Please provide a comment on the candidate's ability to perform the above work task/s.)*

|  |  |  |  |
|---|---|---|---|
| **Supervisor's name** | | **Position** | |
| **Supervisor's signature** | | **Date** | |

# Candidate's Self-Evaluation

## Cluster 2 – Project human resources, communications, risk and procurement management

| Candidate's name | | | | Date completed | | | |
|---|---|---|---|---|---|---|---|

| Units of competency | | | | Units of competency | | | |
|---|---|---|---|---|---|---|---|

BSBPMG413A Apply project human resources management approaches
BSBPMG414A Apply project information management and communication techniques

BSBPMG415A Apply project risk-management techniques
BSBPMG416A Apply project procurement procedures

| Cluster 2 Competency/Task | I have performed these tasks | | | Supervisor's Evaluation | Evidence to support claim | |
|---|---|---|---|---|---|---|
| | Frequently | Never | Sometimes | | Doc No. | Documentation provided (Number and name the document you are providing for easy reference) |
| 1. I contribute to the creation of a project risk management plan. | | | | | | |
| 2. I contribute to the identification, analysis and mitigation of project risks. | | | | | | |
| 3. I contribute to the development of project training and development plans. | | | | | | |
| 4. I contribute to the development of a project staffing management plan. | | | | | | |
| 5. I contribute to the development of performance management reports. | | | | | | |
| 6. I contribute to project procurement management plan. | | | | | | |
| 7. I contribute to the engagement of vendors, subcontractors, etc throughout the project life cycle | | | | | | |
| 8. I contribute to the development and implementation of a project communication plan. | | | | | | |

| **Supervisor's comments** *(Please provide a comment on the candidate's ability to perform the above work task/s.)* | | | |
|---|---|---|---|
| | | | |
| **Supervisor's name** | | **Position** | |
| **Supervisor's signature** | | **Date** | |

# Section 6

# Third Party Report
# and
# Supporting Documentation

**It is recommended that the Assessor verify the third party report with the person who completes the form to confirm the candidate's skills in different contexts over time.**

**This information may be provided at, and form part of, the interview.**

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## Third Party Report

*(Referee testimonial)*

All people who verify your work are to complete the details below to ensure validity. (You may need multiple copies of this form.)

| **BSB41513 Certificate IV in Project Management Practice** | | |
|---|---|---|
| **Candidate's name** | | |
| **Referee's name** *(Name of person providing this evidence)* | | |
| **Position/title** | | |
| **Workplace** | | |
| **Workplace address** | | |
| **Telephone numbers** | | |
| **Email address** | | |
| **This report was completed** | via interview by Assessor ❑ | independently by referee ❑ |
| **Interview conducted by** *(if applicable)* | | |
| **Date of interview** | | |
| **Instructions** | As part of the assessment for the BSB41513 Certificate IV in Project Management Practice, the candidate requires evidence from a third party (employer, supervisor or equivalent). This evidence will be used to validate the candidate's skills and experience. A letter of support from the organisation validating a range of tasks performed by the candidate over a period of time is useful in identifying competence. | |

**To whom it may concern**

Re: _____ who is a _____.
    *(insert candidate's name)*                  *(insert industry/job title)*

I certify that the above-named person has:

worked at _____ for a period of _____
    *(insert name of workplace)*                  *(insert length of time).*

They have regularly completed the following activities to an acceptable workplace/industry standard within this organisation.

| | **Yes** | **No** |
|---|---|---|
| I understand the evidence/tasks the candidate has performed on which I am required to comment. | ❑ | ❑ |
| I am willing to be contacted if further verification of my statements is required. | ❑ | ❑ |

If you would like further information or would like to discuss any of the above, I can be contacted on _____ (*insert phone number).*

Yours sincerely

Signature: _____ Date: _____

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# Supporting Documentation

The following tables provide guides of additional evidence sources to support your claim for Recognition of Prior Learning. If you have other evidence, you are encouraged to provide this to your Assessor.

If you do not have all this evidence, you are not excluded from applying for recognition and you should discuss options with your Assessor.

If you are providing documents as evidence then it is a good idea to number each document for easy identification. Place the number of the relevant document against the evidence listed below.

| Candidate's name | |
|---|---|
| **Date** | |

| **BSB41513 required documentary evidence:** | **Document number** |
|---|---|
| 1. Project charter | |
| 2. Business case or feasibility study | |
| 3. Project management plan (including authority sign-off) | |
| 4. Change management register | |
| 5. Issues register | |
| 6. Status reports | |
| 7. Project schedule (including milestones) – Gantt chart | |
| 8. Project review (closure) report | |
| 9. Lessons learned log/register | |
| 10. Time management plan | |
| 11. Quality management plan | |
| 12. Evidence of quality assurance and/or quality control mechanisms | |
| 13. Resource identification list | |
| 14. Project budget sheet or project forecast expenditure sheet | |
| 15. Cost management plan | |
| 16. Financial monthly reports | |
| 17. Project closure checklist | |

| Candidate's name | |
|---|---|
| Date | |

| **BSB41513 required documentary evidence:** | **Document number** |
|---|---|
| 18. Communication management plan | |
| 19. Risk management plan | |
| 20. Risk management matrix | |
| 21. Human resources management plan | |
| 22. Performance management reports | |
| 23. Project procurement management plan | |
| 24. Project tender documentation | |
| 25. Project staffing management plan | |
| 26. Project training and development plan | |

# Assessor's Evidence Summary Sheet

The Assessor completes this table during the assessment to record the evidence collected.

It is expected that this evidence summary sheet (or similar) is attached to the evidence.

| Candidate's name | |
|---|---|
| Date | |

| Unit Code | Unit Title | Evidence collected | | | | Competency demonstrated |
|---|---|---|---|---|---|---|
| | | Questions | Practical | Third Party Report | Other evidence | |
| BSBPMG409A | Apply project scope-management techniques | | | | | ❑ Yes ❑ No |
| BSBPMG410A | Apply project time-management techniques | | | | | ❑ Yes ❑ No |
| BSBPMG412A | Apply project cost-management techniques | | | | | ❑ Yes ❑ No |
| BSBPMG411A | Apply project quality-management techniques | | | | | ❑ Yes ❑ No |
| BSBPMG413A | Apply project human resources management approaches | | | | | ❑ Yes ❑ No |
| BSBPMG414A | Apply project information management and communication techniques | | | | | ❑ Yes ❑ No |
| BSBPMG415A | Apply project risk-management techniques | | | | | ❑ Yes ❑ No |
| BSBPMG416A | Apply project procurement procedures | | | | | ❑ Yes ❑ No |
| BSBPMG417A | Apply project life cycle management processes | | | | | ❑ Yes ❑ No |

| Assessor's signature | |
|---|---|
| Assessor's name | |
| Date | |

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# Section 7

# Mapping of Assessment Tools

This section contains tables with mapping of each of the Assessment Tools provided, against the requirements of the units of competency for the qualification that makes up this RPL Assessment Tool Kit.

It is important to note that this section is used for validation purposes only.

Whilst all effort is made to ensure that all the unit requirements for each unit are covered, the developers do not give any warranty nor accept any liability in relation to the mapping provided.

**Note: It is recommended that these Assessment Tools be validated prior to using them for the first time or after any customisation has been made, to ensure they meet the requirements of the organisation and meet AQF Standards.**

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# Mapping document for Cluster 1

## Using this document

This document is mapped to the direct sources of evidence required to satisfy competence in this particular cluster.

Each of the columns reflects the particular tool in use, and the numbers relate to the question numbers in that tool which support the relevant performance criteria, critical aspects of evidence or required knowledge and skills in this cluster.

**Note**: The final column, '**Supplementary evidence'**, refers to any suggested sources of documentary evidence that the candidate may use to support their application for RPL.

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# Evidence Matrix

The evidence matrix below identifies how each of the questions in the Interview Question Bank *(Section 3)* and the Practical Tasks *(Section 4)* demonstrate competence against the elements, performance criteria and critical aspects of evidence, underpinning skills, knowledge, and dimensions of competency (Task Skill – **TS**, Task Management Skill – **TMS**, Contingency Management Skill – **CS**, Job Role Environment – **JRE**).

| **Cluster 1 – Scope, life cycle, time, cost and quality management** | | | | | |
|---|---|---|---|---|---|
| **Units of competency** | | | **Units of competency** | | |
| BSBPMG409A Apply project scope-management techniques | | | BSBPMG412A Apply project cost-management techniques | | |
| BSBPMG417A Apply project life cycle management processes | | | BSBPMG411A Apply project quality-management techniques | | |
| BSBPMG410A Apply project time-management techniques | | | | | |
| **Element** | **Performance criteria** | | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG409A Apply project scope-management techniques** | | | | | |
| **Element 1** – Contribute to defining project scope | 1.1 | Contribute to project initiation documentation and assist in identifying project objectives and requirements. | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.2 | Contribute to identifying project deliverables | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.3 | Contribute to the identifying measurable outcomes to enable evaluation of project performance. | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.4 | Contribute to the developing and documenting the scope-management plan. | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.5 | Assist in obtaining agreement to scope from relevant project authority | Q1, 2, 3 | Task 1 (TS, JRE) | |
| **Element 2** – Apply project scope controls | 2.1 | Undertake work in accordance with agreed project management plan and by using established change control procedures and performance measurement procedures. | Q4, 5 | Task 1 (TMS, JRE) | |
| | 2.2 | Communicate instances of non-compliance with overall scope to the project manager and other team members. | Q4, 5 | Task 1 (TS, JRE) | |
| **Element 3.** Contribute to review of scope controls | 3.1 | Measure progress to determine potential, perceived and actual scope changes. | Q4, 5 | Task 1 (TS, JRE) | |
| | 3.2 | Appropriately report scope changes. | Q4, 5 | Task 1 (TMS, JRE) | |

| Cluster 1 – Scope, life cycle, time, cost and quality management | | | | |
|---|---|---|---|---|
| **Units of competency** <br> BSBPMG409A Apply project scope-management techniques <br> BSBPMG417A Apply project life cycle management processes <br> BSBPMG410A Apply project time-management techniques | | **Units of competency** <br> BSBPMG412A Apply project cost-management techniques <br> BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG409A Apply project scope-management techniques** | | | | |
|  | 3.3 Assist in the review of project outcomes to determine the effectiveness of initial and subsequent scope management approaches | Q7 | Task 1 (TMS, CS, JRE) |  |
| **Critical aspects of evidence** | Contributing to monitoring and control of project scope | Q1, 2, 3, 4, 5, 7 | Task 1 |  |
|  | Recording project scope-management plan |  |  |  |
|  | Interpreting project initiation documentation for the purposes of documenting project scope |  |  |  |
| **Required knowledge** | Components of a project scope-management plan | Q1, 2, 3, 4, 5, 7 | Task 1 |  |
|  | Factors likely to impact on project scope |  |  |  |
|  | Formal change-control processes |  |  |  |
|  | Methods for measuring work outcomes and progress against plans |  |  |  |
|  | Methods for segmenting and documenting a work breakdown structure |  |  |  |
|  | Procedures for reporting scope change |  |  |  |
|  | Types of project initiation documentation |  |  |  |
| **Required skills** | Literacy skills to: <br> • document agreed components of scope-management plan <br> • interpret potentially complex project plans and documentation <br> • report on project progress as required | Q1, 2, 3, 4, 5, 7 | Task 1 |  |

| Cluster 1 – Scope, life cycle, time, cost and quality management | | | | | |
|---|---|---|---|---|---|
| **Units of competency**<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | | | **Units of competency**<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG409A Apply project scope-management techniques** | | | | | |
| | Numeracy skills to:<br><br>• measure and control project scope<br><br>• review project timeframes and deliverables | | | | |
| | Learning skills to identify training requirements necessary for effective consultation and scope management | | | | |
| | Planning and organising skills to:<br><br>• measure progress against agreed objectives<br><br>• monitor and respond to compliance issues | | | | |
| | Self-management skills to manage multiple tasks and ensure project progresses on time | | | | |
| | Teamwork and communication skills to liaise with other members of the project team on a range of project scope-management issues and challenges | | | | |

| Cluster 1 – Scope, life cycle, time, cost and quality management | | | | |
|---|---|---|---|---|
| **Units of competency** <br> BSBPMG409A Apply project scope-management techniques <br> BSBPMG417A Apply project life cycle management processes <br> BSBPMG410A Apply project time-management techniques | | **Units of competency** <br> BSBPMG412A Apply project cost-management techniques <br> BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG417A Apply project life cycle management processes** | | | | |
| **Element 1** Assist in establishing project | 1.1 Identify and clarify project initiation documentation where required | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.2 Establish the relationship between the project and broader organisational strategies and goals | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.3 Assist in negotiating and documenting project objectives, outcomes and benefits | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.4 Assist in establishing the project governance structure | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.5 Assist in drafting a project charter for approval | Q1, 2, 3 | Task 1 (TS, JRE) | |
| **Element 2** Support project planning and design processes | 2.1 Support the disaggregation of project objectives into achievable project deliverables | Q4, 5 | Task 1 (TMS, JRE) | |
| | 2.2 Assist in identifying project stages, and key requirements for stage completion | Q4, 5 | Task 1 (TS, JRE) | |

| Cluster 1 – Scope, life cycle, time, cost and quality management | | | | |
|---|---|---|---|---|
| **Units of competency**<br><br>BSBPMG409A Apply project scope-management techniques<br><br>BSBPMG417A Apply project life cycle management processes<br><br>BSBPMG410A Apply project time-management techniques | | **Units of competency**<br><br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG417A Apply project life cycle management processes** | | | | |
| | 2.3 Identify project milestones and map clearly against time and objectives | Q4, 5, 7 | Task 1 (TMS, CS, JRE) | |
| | 2.4 Assist in consolidating associated plans and baselines in the project management plan | Q4, 5, 7 | Task 1 (TMS, CS, JRE) | |
| | 2.5 Support negotiation with relevant stakeholders and project authority to gain approval of project plan | Q4, 5, 7 | Task 1 (TMS, CS, JRE) | |
| **Element 3.** Assist with project control and execution | 3.1 Measure progress to determine potential, perceived and actual scope changes. | Q4, 5, 7 | Task 1 (TS, JRE) | |
| | 3.1 Maintain and update records against project deliverables and plans at required intervals | Q4, 5, 7 | Task 1 (TMS, JRE) | |
| | 3.2 Prepare status reports on project progress and identified issues | Q7 | Task 1 (TMS, CS, JRE) | |
| | 3.3 Assist with undertaking an impact analysis of proposed changes to the project | Q4, 5, 7 | Task 1 (TMS, JRE) | |
| | 3.4 Maintain relevant project logs and registers accurately and regularly to assist with project audit | Q4, 5, 7 | Task 1 (TMS, JRE) | |
| | 3.5 Update associated plans to reflect project progress against baselines and approved changes | Q4, 5, 7 | Task 1 (TMS, JRE) | |

| Cluster 1 – Scope, life cycle, time, cost and quality management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | | **Units of competency**<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG417A Apply project life cycle management processes** | | | | |
| Element 4. Assist with project finalisation | 4.1 Assist with project finalisation activities where required | | | |
| | 4.2 Prepare project products and associated documentation for handover to client | | | |
| | 4.3 Assist in completing financial, legal and contractual obligations where required | | | |
| | 4.4 Contribute perspectives on project performance to assist with *project review assessments* | | | |
| **Critical aspects of evidence** | Contributing to project establishment processes | Q1, 2, 3, 4, 5, 7 | Task 1 (TMS, CS, JRE) | |
| | Documenting charter and project management plan | | | |
| | Maintaining various project registers and logs | | | |
| | Preparing project reports | | | |
| | Undertaking impact analysis | | | |
| | Undertaking project finalisation activities. | | | |
| **Required knowledge** | Basic project governance models | Q1, 2, 3, 4, 5, 7 | Task 1 (TMS, CS, JRE) | |
| | Project finalisation and evaluation products | | | |

| Cluster 1 – Scope, life cycle, time, cost and quality management | | | | |
|---|---|---|---|---|
| **Units of competency**<br><br>BSBPMG409A Apply project scope-management techniques<br><br>BSBPMG417A Apply project life cycle management processes<br><br>BSBPMG410A Apply project time-management techniques | | **Units of competency**<br><br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG417A Apply project life cycle management processes** | | | | |
| | Project life cycle stages, phases and structures relevant to industry and project context | | | |
| | Project planning documents and format relevant to industry and context | | | |
| | Types of organisational documentation of strategies and goals | | | |
| | Types of project initiation documentation, including charter documentation | | | |
| | Types of project logs and registers in use in the industry sector and context. | | | |
| **Required skills** | Literacy skills to interpret potentially complex project plans and documentation | Q1, 2, 3, 4, 5, 7 | Task 1 (TMS, CS, JRE) | |
| | Numeracy skills to conduct forecasting | | | |
| | Planning and organising skills to:<br>• plan, monitor and respond to project issues<br>• measure progress against agreed plans | | | |
| | Technology skills to use software common to work office products for documentation and analysis. | | | |
| | Teamwork and communication skills to liaise with other members of the project team | | | |

| Cluster 1 – Scope, life cycle, time, cost and quality | | | | |
|---|---|---|---|---|
| **Units of competency** BSBPMG409A Apply project scope-management techniques  BSBPMG417A Apply project life cycle management processes  BSBPMG410A Apply project time-management techniques | | **Units of competency** BSBPMG412A Apply project cost-management techniques  BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPGM10A Apply project time- management techniques** | | | | |
| **Element 1** – Assist in  developing project schedule | 1.1   Contribute to developing the work breakdown structure with sufficient detail to enable effective planning and control. | Q2, 3 | Task 1 (TS, JRE) | |
| | 1.2   Contribute to estimating the duration and effort, sequence and dependencies of tasks to achieve project deliverables | Q2, 3 | Task 1 (TS, JRE) | |
| | 1.32 assist in using project scheduling tools and techniques to identify schedule impact on project time management, resource requirements, costs and risks. | Q2, 3 | Task 1 (TS, JRE) | |
| | 1.4   Contribute to achieving an agreed schedule baseline and communicating schedule to stakeholders. | Q3, 4 | Task 1 (TS, JRE) | |
| **Element 2** – Maintain project schedule | 2.1   Use techniques to measure, record and report progress of activities in relation to agreed schedule. | Q4 | Task 1 (TS, JRE) | |
| | 2.2   Record baseline variance between actual and planned progress | Q5 | Task 1 (TS, JRE) | |
| | 2.3   Contribute to forecasting the impact of change on the schedule and analysing options. | Q5 | Task 1 (TS, JRE) | |
| | 2.4   Update task status and agreed changes to maintain currency and accuracy of schedule. | Q5 | Task 1 (TMS, JRE) | |
| **Element 3** – Participate in assessing time management outcomes | 3.1   Assist in the review of project performance to determine the effectiveness of time management. | Q7 | Task 1 (TS, JRE, CS) | |
| | 3.2   Document scheduling and time management issues and responses to assist in project evaluation. | Q7 | Task 1 (TS, JRE, CS) | |
| **Critical aspects of evidence** | Creating a work breakdown structure | Q1, 2, 3, 4, 5, 7 | Task 1 | |

## Cluster 1 – Scope, life cycle, time, cost and quality

| Units of competency | Units of competency |
|---|---|
| BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques |

| Element | Performance criteria | Question | Practical Tasks | Supplementary Evidence |
|---|---|---|---|---|
| **BSBPGM10A Apply project time- management techniques** | | | | |
| | Creating a project schedule showing tasks, deliverable milestones, sequence, dependencies and time estimates | | | |
| | Applying time-management techniques to a project | Q1, 2, 3, 4, 5, 7 | Task 1 | |
| | Applying tools and techniques to monitor and update project schedules. | | | |
| **Required knowledge** | Implications of time management for project resources, costs and risks | Q1, 2, 3, 4, 5 | Task 1 | |
| | Methods for estimating task duration and resource effort | | | |
| | Project-management techniques and tools for creating and monitoring schedules | | | |
| | Project time-management terminology and methodology | | | |
| **Required skills** | numeracy and literacy skills to:<br><br>• schedule project activities<br>• work with project tools and techniques<br>• write reports on time-management issues<br>• planning and organising skills to:<br>• sequence tasks<br>• monitor progress against agreed deliverables<br>• technology skills to use software (if appropriate) | Q1, 2, 3, 4, 5 | Task 1 | |

| Cluster 1 – Scope, life cycle, time, cost and quality | | | | | |
|---|---|---|---|---|---|
| **Units of competency**<br><br>BSBPMG409A Apply project scope-management techniques<br><br>BSBPMG417A Apply project life cycle management processes<br><br>BSBPMG410A Apply project time-management techniques | | | **Units of competency**<br><br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPGM412A Apply project cost management techniques** | | | | | |
| **Element 1** – Assist in developing the project budget | 1.1 Implement cost-estimating methods against duration/effort and resource requirements | | Q3 | Task 1 (TS, JRE) | |
| | 1.2 Determine estimated costs for tasks and activities and confirm degree of accuracy with relevant stakeholders | | Q3 | Task 1 (TS, JRE) | |
| | 1.3 Communicate cost estimates where required to others to contribute to project budget and cash flow management | | Q3 | Task 1 (TS, JRE) | |
| | 1.4 Contribute to developing cost-management strategies and processes, and providing financial authorisation within delegated authority | | Q3 | Task 1 (TS, JRE) | |
| **Element 2** – Monitor project costs | 2.1 Monitor income and expenditure against the project budget baseline at predetermined intervals | | Q5 | Task 1 (TMS, JRE) | |
| | 2.2 Identify and report variations in the budget using established project cost methods, techniques and tools | | Q5, 6 | Task 1 (TMS, JRE) | |
| | 2.3 Implement action and report progress to ensure cost objectives remain achievable throughout the project life cycle | | Q5, 6 | Task 1 (TS, JRE) | |

| Cluster 1 – Scope, life cycle,  time, cost and quality | | | | | |
|---|---|---|---|---|---|

| **Units of competency** | | | **Units of competency** | | |
|---|---|---|---|---|---|
| BSBPMG409A Apply project scope-management techniques | | | BSBPMG412A Apply project cost-management techniques | | |
| BSBPMG417A Apply project life cycle management processes | | | BSBPMG411A Apply project quality-management techniques | | |
| BSBPMG410A Apply project time-management techniques | | | | | |

| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
|---|---|---|---|---|
| **BSBPGM412A Apply project cost management techniques** | | | | |
| **Element 3** – Contribute to cost finalisation process | .1 Assist in the finalisation and transfer of financial assets, liabilities and records to relevant parties | Q7 | Task 1 (TS, JRE) | |
| | 3.2 Assist in the review of project outcomes through the use of project cost records to determine the effectiveness of cost-management processes | Q7 | Task 1 (TS, JRE) | |
| | 3.3 Document cost-management lessons learned for application to future projects | Q7 | Task 1 (TS, JRE) | |
| **Critical aspects of evidence** | Applying cost-management techniques in relation to project budgets | Q5, 6 | Task 1 (TS, JRE) | |
| | Reviewing project cost-management outcomes | | | |
| | Communicating project cost budget to others effectively | | | |
| | Knowledge of cost-management tools and techniques | | | |
| **Required knowledge** | Budgeting processes and their relationship to the project life cycle | Q5, 6 | Task 1 (TS, JRE) | |
| | Cost management tools and techniques | | | |
| **Required skills** | • financial management skills to develop project budgets, monitor costs and report on cost management | Q5, 6 | Task 1 (TS, JRE) | |
| | literacy skills to:<br>• communicate cost information to project stakeholders<br>• report on project costs and financial records | | | |
| | • numeracy skills to check and interpret project budgets | | | |

| Cluster 1 – Scope, life cycle, time, cost and quality | | | | |
|---|---|---|---|---|
| **Units of competency**<br><br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | | **Units of competency**<br><br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPGM412A Apply project cost management techniques** | | | | |
| | technology skills to use financial-management software to develop and monitor project budgets | | | |

| Cluster 1 – Scope, life cycle, time, cost and quality | | | | | |
|---|---|---|---|---|---|
| **Units of competency**<br><br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | | | **Units of competency**<br><br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPGM411A Apply project quality management techniques** | | | | | |
| **Element 1** – Contribute to project quality planning | 1.1 Contribute to determining quality requirements of project stakeholders | | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.2 Contribute to identifying quantifiable quality criteria for project deliverables | | Q1, 2, 3 | Task 1 (TS, JRE) | |
| | 1.3 Source information to locate and interpret quality policy and procedures | | Q3 | Task 1 (TS, JRE) | |
| | 1.4 Contribute to developing quality requirements in the project plan and processes | | Q2, 3 | Task 1 (TS, JRE) | |
| **Element 2** – Apply quality policies and procedures s | 2.1 Implement quality assurance in the project according to agreed quality standards and guidelines | | Q5 | Task 1 (TS, JRE) | |
| | 2.2 Select and apply quality-management tools and methodologies to project processes according to organisational policy | | Q5 | Task 1 (TMS, JRE) | |
| | 2.3 Maintain quality control records and audit documentation | | Q5 | Task 1 (TMS, JRE) | |

| Cluster 1 – Scope, life cycle, time, cost and quality | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | | **Units of competency**<br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPGM411A Apply project quality management techniques** | | | | |
| | according to agreed procedures | | | |
| | 2.4 Determine and maintain compliance records against agreed quality requirements | Q5 | Task 1 (TMS, JRE) | |
| | 2.5 Report shortfalls in quality outcomes to others to enable appropriate action to be initiated | Q5 | Task 1 (TMS, JRE) | |
| **Element 3** – Contribute to project continuous improvement process | 3.1 Participate in the ongoing review of project outcomes to determine the effectiveness of quality-management activities | Q7 | Task 1 (TMS, JRE, CS) | |
| | 3.2 Contribute to stakeholder satisfaction analysis to ensure expectations have be met | Q7 | Task 1 (TMS, JRE, CS) | |
| | 3.3 Report quality-management issues and responses to others for application to future projects | Q7 | Task 1 (TMS, JRE, CS) | |
| | 3.1 Participate in the ongoing review of project outcomes to determine the effectiveness of quality-management activities | Q7 | Task 1 (TMS, JRE, CS) | |
| **Critical aspects of evidence** | Applying quality-management and continuous-improvement techniques in a project relevant to the organisation and industry context | Q1, 2, 3, 7 | Task 1 (TMS, JRE, CS) | |
| | Applying quality processes and procedures in a project | | | |

| Cluster 1 – Scope, life cycle, time, cost and quality | | | | | |
|---|---|---|---|---|---|
| **Units of competency**<br><br>BSBPMG409A Apply project scope-management techniques<br>BSBPMG417A Apply project life cycle management processes<br>BSBPMG410A Apply project time-management techniques | | | **Units of competency**<br><br>BSBPMG412A Apply project cost-management techniques<br>BSBPMG411A Apply project quality-management techniques | | |
| **Element** | **Performance criteria** | | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPGM411A Apply project quality management techniques** | | | | | |
| | Clarifying quality requirements with stakeholders | | | | |
| | Identifying external standards, legislation and regulations | | | | |
| | Maintaining accurate quality records. | | | | |
| **Required knowledge** | Quality assurance processes and requirements | | Q1, 2, 3, 7 | Task 1 (TMS, JRE, CS) | |
| | Quality control processes and requirements | | | | |
| | Quality criteria relevant to the industry context | | | | |
| | Quality-management tools and methodologies relevant to the industry and organisation context | | | | |
| | Quality standards and their place in the project life cycle. | | | | |
| **Required skills** | Literacy skills to:<br><br>• work with quality documents and project records<br><br>• produce records for quality control and auditing purposes | | Q1, 2, 3, 7 | Task 1 (TMS, JRE, CS) | |
| | Planning and organising skills and attention to detail to monitor compliance with agreed standards | | | | |
| | Teamwork and communication skills to:<br><br>• communicate quality issues<br><br>• identify stakeholder satisfaction | | | | |

# Mapping document for Cluster 2

## Using this document

This document is mapped to the direct sources of evidence required to satisfy competence in this particular cluster.

Each of the columns reflects the particular tool in use, and the numbers relate to the question numbers in that tool which support the relevant performance criteria, critical aspects of evidence or required knowledge and skills in these clusters.

**Note**: The final column, '**Supplementary evidence'**, refers to any suggested sources of documentary evidence that the candidate may use to support their application for RPL.

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# Evidence Matrix

The evidence matrix below identifies how each of the questions in the Interview Question Bank (*Section 3*) and the Practical Tasks (*Section 4*) demonstrate competence against the elements, performance criteria and critical aspects of evidence, underpinning skills, knowledge, and dimensions of competency (Task Skill – **TS**, Task Management Skill – **TMS**, Contingency Management Skill – **CS**, Job Role Environment – **JRE**).

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG413A Apply project human resources management approaches** | | | | |
| **Element 1** – Assist in determining human resource requirements | 1.1 Analyse work breakdown structure to determine human resource requirements | Q9 | Task 3 (TS, JRE) | |
| | 1.2 Prepare a skills analysis of project personnel against project task requirements | Q9 | Task 3 (TS, JRE) | |
| | 1.3 Assist in assigning responsibilities for achieving project deliverables | Q9 | Task 3 (TS, JRE) | |
| 2. Contribute to establishing and maintaining productive team relationships | .1 Actively seek the views and opinions of team members during task planning and implementation | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 2.2 Promote cooperation and effective activities, goals and relationships in the team | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 2.3 Communicate with others using styles and methods appropriate to organisational standards, group expectations and desired outcomes | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 2.4 Communicate information and ideas to others in a logical, concise | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG413A Apply project human resources management approaches** | | | | |
| | and understandable manner | | | |
| | 2.5 Regularly seek feedback on the nature and quality of work relationships, and use the feedback as the basis for own improvement and development | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
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| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG413A Apply project human resources management approaches** | | | | |
| Element 3. Assist with human resource monitoring | 3.1 Monitor the work of project personnel against assigned roles and responsibilities within delegated authority levels | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 3.2 Monitor and control actual effort against project plan | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 3.3 Review skill levels against allocated tasks and recommend solutions, where required, to others | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 3.4 Advise others within delegated authority when assigned responsibilities are not met by project personnel | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 3.5 Undertake work in a multi-disciplinary environment according to established human resource management practices, plans, guidelines and procedures | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 3.6 Resolve conflict within delegated authority according to agreed dispute-resolution processes | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 3.7 Assist in offering human resource development opportunities *to* individuals with skill gaps | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| **Element 3** – Contribute to evaluating human resource and stakeholder management | 3.1 Contribute to assessing the overall effectiveness of project human resource management and document lessons learned. | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 3.2 Report human resource issues to others to aid the continuous | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG413A Apply project human resources management approaches** | | | | |
| practices | improvement process. | | | |
| | 3.3 Contribute to stakeholder satisfaction analysis and assist with post-project operational review. | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| 4. Contribute to evaluating human resource practices | 4.1 Contribute to assessing the effectiveness of project human resource management | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | 4.2 Document lessons learned to support continuous improvement processes | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| **Critical aspects of evidence** | Using work breakdown structures in human resource project planning | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | Using effective methods for monitoring roles, responsibilities and performance in projects | | | |
| | Knowledge of methods for providing feedback on performance and for improving performance of project team members. | | | |
| **Required knowledge** | Alternative project personnel engagement options | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | Job design principles and work breakdown structures | | | |
| | Learning and development approaches that can be incorporated into the project life cycle | | | |
| | Methods for skills analysis | | | |
| **Required skills** | Literacy skills to read and interpret project plans and schedules | Q5, 8, 9, 10, 11 | Task 3 (TS, JRE) | |
| | Planning and monitoring skills to track personnel performance in relation to assigned tasks | | | |
| | Teamwork and communication skills to:<br>• advise others of performance issues<br>• deal with stakeholders<br>• resolve conflict | | | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency** BSBPGM413A Apply project human resources management approaches BSBPGM414A Apply project information and communications techniques | | **Units of competency** BSBPGM415A Apply project risk management techniques BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG414A Apply project information management and communication techniques** | | | | |
| **Element 1** – Contribute to communications planning | 1.1 Identify, source and contribute relevant information requirements to initial project documentation | | Task 2 (TS, JRE) | |
| | 1.2 Contribute to developing and implementing the project communications plan and communications networks | | Task 3 (TS, JRE) | |
| **Element 2** – Conduct information management activities | 2.1 Act on and process project information according to agreed procedures as directed, to aid decision-making processes throughout project life cycle | | Task 3 (TS, JRE) | |
| | 2.2 Maintain information to ensure data is secure and auditable | | Task 3 (TS, JRE) | |
| **Element 3** – Communicate project information | 3.1 Communicate with clients and other stakeholders during project using agreed networks, processes and procedures to ensure flow of necessary information | Q12 | Task 3 (TS, JRE) | |
| | 3.2 Ensure reports are prepared and released according to authorisation, or produced for release by others | Q12 | Task 3 (TS, JRE) | |
| | 3.3 Seek information and advice from appropriate project authorities as required | Q12 | Task 3 (TS, JRE) | |
| **Element 4** – Contribute to | 4.1 Assist in the ongoing review of project outcomes to determine the | Q5, 8 | Task 3 (TS, JRE) | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG414A Apply project information management and communication techniques** | | | | |
| assessment of communication effectiveness | effectiveness of communications-management activities | | | |
| | 4.2 Report communications-management issues and responses to higher project authorities for application of lessons learned to future projects | Q5, 8 | Task 3 (TS, TMS, JRE) | |
| **Critical aspects of evidence** | Contributing to the development and implementation of communications plans in relation to a workplace project | Q12, 13, 14 | Task 3 (TS, JRE) | |
| | Knowledge of communications theory. | | | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | | |
|---|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG414A Apply project information management and communication techniques** | | | | | |
| **Required knowledge** | Communications theory | | Q14 | Task 3 (TS, JRE) | |
| | Models and methods of communications management in the context of the project life cycle and other project-management functions | | | | |
| **Required skills** | Literacy skills to produce reports and project communications for stakeholders | | Q12, 13, 14 | Task 3 (TS, JRE) | |
| | Planning and organising skills to sort and prioritise information and ideas | | | | |
| | Teamwork and communication skills to acquire and disseminate relevant project information | | | | |
| | Technology skills to manage information dissemination, storage and retrieval. | | | | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG415A Apply project risk-management techniques** | | | | |
| **Element 1** – Assist with risk analysis and planning | 1.1 Contribute to identifying and prioritising potential risks throughout the project life cycle, using established risk-analysis methods, techniques and tools | Q1, 2 | Task 2 (TS, JRE) | |
| | 1.2 Contribute to developing risk-management strategies and risk-management plans *ac*cording to established guidelines | Q1, 2 | Task 2 (TS, JRE) | |
| | 1.3 Contribute to developing and implementing risk-reporting mechanisms | Q1, 2 | Task 2 (TS, JRE) | |
| **Element 2** – Perform risk control activities | 2.1 Monitor risks according to agreed project and risk-management plans and advise project manager of changing circumstances | Q3 | Task 2 (TS, JRE) | |
| | 2.2 Regularly review progress and future activity for the purpose of identifying potential and actual risks and opportunities | Q3 | Task 2 (TS, JRE) | |
| | 2.3 Contribute to implementing agreed risk-management approaches and amending plans to reflect the changing environment | Q3 | Task 2 (TS, JRE) | |
| | 2.4 Contribute to corrective action on risks according to the risk-management plan and delegated authority | Q3 | Task 2 (TS, JRE) | |
| | 2.5 Contribute to the review of contingency plans on an ongoing basis and, where required, ensure tasks allocated to individuals and/or | Q3 | Task 2 (TS, JRE) | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG415A Apply project risk-management techniques** | | | | |
| | team are clarified with the project manager before implementation | | | |
| | 2.6 Apply and monitor *risk-contingency measures* according to the risk-management plan | Q3 | Task 2 (TS, JRE) | |
| | 2.7 Identify and report opportunities in the same way as risks | Q3 | Task 2 (TS, JRE) | |
| **Element 3** – Contribute to assessing risk management outcomes | 3.1 Contribute to the ongoing review of project outcomes to determine the effectiveness of risk-management activities by accessing project risk records and other available information | Q4, 5, 8 | Task 2 (TS, JRE) | |
| | 3.2 Report risk-management issues and responses to others for lessons learned or application to future projects | Q4, 5 | Task 2 (TS, JRE) | |
| **Critical aspects of evidence** | Applying risk-management techniques in relation to workplace projects | Q1, 2, 3, 4 | Task 2 (TS, JRE) | |
| | Knowledge of risk-management methods, techniques and tools | | | |
| **Required knowledge** | Risk-management methods and standards | Q1, 2, 3, 4 | Task 2 (TS, JRE) | |
| | Risk-management processes | Q1, 2, 3, 4 | Task 2 (TS, JRE) | |
| **Required skills** | Communication and teamwork skills to contribute to collective processes for risk management | Q1, 2, 3, 4 | Task 2 (TS, JRE) | |
| | Initiative and enterprise skills to think laterally about risks and how they may occur | | | |
| | Planning, organising and analytical skills to assist with risk analysis, risk-management planning and review of risk-management outcomes | | | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG408A Apply contract and procurement techniques** | | | | |
| **Element 1** – Assist with procurement planning | 1.1 Contribute to establishing procurement requirements to achieve project objectives | Q6 | Task 3 (TS, JRE) | |
| | 1.2 Act under delegated authority to contribute to the development of the procurement-management plan | Q6 | Task 3 (TS, JRE) | |
| | 1.3 Contribute to developing procurement documentation | Q6 | Task 3 (TS, JRE) | |
| **Element 2** – Contribute to contractor selection process | 2.1 Gather and evaluate information on potential *suppliers* | Q6 | Task 3 (TS, JRE) | |
| | 2.2 Make recommendations to assist in selection of preferred suppliers | Q6 | Task 3 (TS, JRE) | |
| | 2.3 Contribute to establishing agreed terms and conditions with preferred suppliers | Q6 | Task 3 (TS, JRE) | |
| | 2.4 Identify and act in line with probity and project governance constraints | Q6 | Task 3 (TS, JRE) | |
| | 2.5 Assist in developing contractual documentation | Q6 | Task 3 (TS, JRE) | |
| **Element 3** – Conduct | 3.1 Test and accept supplies to ensure quality and suitability for | Q6 | Task 3 (TS, JRE) | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | |
|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG408A Apply contract and procurement techniques** | | | | |
| procurement activities | purpose | | | |
| | 3.2 Undertake procurement activities and maintain information in line with reporting, confidentiality and audit requirements | Q6 | Task 3 (TS, JRE) | |
| | 3.3 Receive, reconcile and register supplies according to established procedures | Q6, 7 | Task 3 (TS, JRE) | |
| | 3.4 Monitor and control suppliers according to contractual supply documentation | Q6, 7 | Task 3 (TS, JRE) | |
| **Element 4** – Assist in finalising procurement activities | .1 Assist in finalising procurement agreements | Q6, 7 | Task 3 (TS, JRE) | |
| | 4.2 Assist in the review of project outcomes using available records to determine the effectiveness of procurement activities | Q5, 6, 8 | Task 3 (TS, JRE) | |
| | 4.3 Contribute to identifying lessons learned and possible improvements to procurement management | Q5, 6 | Task 3 (TS, JRE) | |
| **Critical aspects of evidence** | Identifying procurement requirements in relation to a workplace project | Q6, 7 | Task 3 (TS, JRE) | |
| | Applying procurement-management procedures in relation to a workplace project | | | |
| **Required knowledge** | Broad legal contractual obligations of each party to supply arrangement | Q6, 7 | Task 3 (TS, JRE) | |
| | Procurement-management policy, processes and procedures as applied to project management | | | |

| Cluster 2 – Project human resources, communications, risk and procurement management | | | | | |
|---|---|---|---|---|---|
| **Units of competency**<br>BSBPGM413A Apply project human resources management approaches<br>BSBPGM414A Apply project information and communications techniques | | | **Units of competency**<br>BSBPGM415A Apply project risk management techniques<br>BSBPGM416A Apply project procurement procedures | | |
| **Element** | **Performance criteria** | | **Question** | **Practical Tasks** | **Supplementary Evidence** |
| **BSBPMG408A Apply contract and procurement techniques** | | | | | |
| | Project procurement-management tools and techniques | | | | |
| | Types of supply contracts | | | | |
| **Required skills** | Interpersonal skills to communicate effectively with contractors and suppliers about contract performance and obligations | | Q6, 7 | Task 3 (TS, JRE) | |
| | Literacy skills to read and interpret contracts and procurement documentation | | | | |
| | Numeracy  skills to calculate and confirm procurement specifications | | | | |
| | Planning and organising skills to participate in contract and procurement | | | | |