

CERTIFICATE IV PROJECT MANAGEMENT PRACTICE

DESCRIPTION

This programme is suitable for individuals who identify and apply project management skills and knowledge in a wide variety of contexts. Students will apply solutions to range of unpredictable problems, analyse and evaluate information from a variety of sources. Individuals in these roles might be members of a project team, with no direct responsibility for overall project outcomes. They may provide leadership and guidance to others with some limited responsibility for the output of others. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organizational or business activities.

CAREER OPPORTUNITIES

Some of the job roles will include but not limited to:

- Project Coordinator
- Project Management Support Officer
- Project Assistant
- Project Team Member

LENGTH OF PROGRAMME

Full Time	1 semester
Part Time	1 year

ELIGIBILITY/ADMISSION REQUIREMENTS

To be admitted, a person shall have:

- i. Pass in senate recognized Year 12/Form 6 or USP Preliminary studies with English; and
- ii. Minimum of two years' work experience.

COURSE INFORMATION

This programme has a total of Four (4) courses.

Course Code	Course Title	Semester	Delivery Mode	Fees (FJD)
CEP41	Project Scope, Time & Quality Management 1	Cohort based	Blended	\$560
CEP42	Project Cost & Human Resources management	Cohort based	Blended	\$560
CEP43	Project Procurement & Stakeholder Management	Cohort based	Blended	\$560
CEP44	Project Communication & Risk management	Cohort based	Blended	\$560

ASSESSMENT

All courses are competency based and assessment varies with each course which may include observations, questions and answers, case studies, portfolios, work samples, assignments, written tasks, oral questioning, projects, training record books, practical demonstrations, and third party reports.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. This may be through formal or informal training, paid or unpaid work experience, and can earn you credits if relevant to the courses of this programme. Student may apply for RPL with \$100 application fee when enrolling for the programme. Student is to pay full course fee for the courses that have been awarded with an RPL.

CREDIT TRANSFER

Do you already have a qualification, statements of attainment or academic statements for courses completed at another recognised institution? If yes, Pacific TAFE may award credit transfers after assessing: learning outcomes, content, credit points and assessment tools used; and ascertaining their relevance and appropriateness to this qualification. This one-off absolute decision lies with Pacific TAFE. There is no cost for this arrangement.

EXIT POINTS

You may exit from this qualification and receive a Statement of Attainment for courses you have successfully completed.

LEARNING RESOURCES & SUPPORT SERVICES

Students are issued with learning materials and hand-outs relevant to each course. Some courses require the purchase of text books/manuals; these are available from the USP Book Centre and a copy is available from the University Library. Students will have full access to Library, Counselling Programmes, ITS Labs, email access, online learning support and Campus Life activities. Learning Support Team provides learning support via one-to-one consultation through an "open door" policy, Academic Skills Workshops and Industry Mentoring Programmes. Students can also access online learning support on "Moodle" which is USP's online learning management system.

USP'S OBLIGATIONS, STUDENTS' RIGHTS

The Student Grievance Policy and Procedures apply to all students of the University. The Student Grievance Policy provides the guiding principles for resolving student grievances, and appealing decisions about grievances. The Policy is accompanied by the Student Grievance Procedures (together referred to as the 'Student Grievance Policy and Procedures'). Students enrolled in a course will automatically become members of the USP Students' Association.

FOR MORE INFORMATION CONTACT:

Customer Service Centre

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