

BSB40920 CERTIFICATE IV

IN PROJECT MANAGEMENT PRACTICE
SPECIALISING IN PROPERTY DEVELOPMENT

FEBRUARY - JULY 2022



Australian Institute of
Project Management

ENDORSED COURSE

Course Provider & RTO | RTO code 88187

mcmillan

WHY STUDY WITH MCMILLAN & UDIA?



THIS COURSE IS THE ONLY NATIONALLY RECOGNISED QUALIFICATION OF ITS KIND THAT TEACHES THE PROJECT MANAGEMENT COMPETENCIES UNIQUE TO THE PROPERTY DEVELOPMENT INDUSTRY

ABOUT UDIA

The Urban Development Institute of Australia is a leading industry body representing the property development industry. UDIA promotes the principles of responsible development, better planning, efficient land utilisation and sustainability of resources for future generations. We represent the leading participants in the industry and have more than 450 members across the entire spectrum of the industry including developers, financiers, builders, suppliers, architects, contractors, engineers, consultants, academics and state and local government bodies.

The UDIA provides professional development throughout Australia, designed by leading industry experts to best enable our members to succeed in our growing industry. We provide a wide range of courses to support the personal and professional growth of our members from half-day workshops, through to four-day courses, and this 18 week online course, BSB40920 Certificate IV in Project Management Practice, Specialising in Property Development.

ABOUT MCMILLAN

Formed in 1989, McMillan is a nationally recognised leader in the field of training and development. Their trademark is the ability to tailor their training services to the client. The adaptability of their style and course materials, together with innovative and holistic delivery approaches, is what makes our programs successful. UDIA have partnered with McMillan to provide the only Project Management qualification in the development industry.

ABOUT OUR STUDENTS

This course brings together many different careers within our broad industry. Regardless of your role, this course is essential for those wanting to progress their career in project management. From architects to property developers and everyone in between. This Certificate IV in Project Management course will guide you through the essentials of project management specific to the property development industry.

COURSE OVERVIEW

THIS COURSE HAS BEEN WRITTEN BY UDIA IN PARTNERSHIP WITH ITS MEMBERS AND VOCATIONAL EDUCATION EXPERTS

WHY CHOOSE THIS COURSE?

- Nationally recognised qualification
- Flexible online delivery over 18 weeks
- Delivered by a reputable RTO, McMillan
- Industry specific content
- Tutor support available anytime
- 12 Month AIPM Student Membership
- Become an AIPM Certified Practising Project Practitioner (CPPP)

I recommend this course for those hoping to move into development or project management roles. Partnered with the expert insights and industry specific examples this course is essential for those looking to develop their project management skills.

Fiona Kulak, Community Liaison Manager, Lendlease

COURSE OVERVIEW

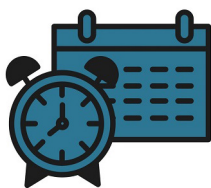
The qualification is delivered and issued by McMillan Staff Development (McMillan), RTO Code. 88187. The course teaches the critical skills of project management such as identifying project scope; managing time, cost & quality; contract negotiation; team engagement; stakeholder communication & human resources management. BSB40920 Certificate IV in Project Management Practice, Specialising in Property Development is the only nationally recognised qualification of its kind.

NATIONALLY RECOGNISED QUALIFICATION

This course is the only nationally recognised qualification of its kind that teaches the project management competencies unique to the property development industry.

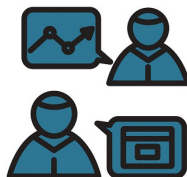
INDUSTRY SPECIFIC CONTENT

The course content has been written by education experts and industry professionals who provide real life relevance and focus on the practical application of knowledge. Tools, techniques and examples provided are real and what is currently used in the industry.



FLEXIBLE TIMETABLE

Study at your own pace with online portal



SUPPORT

Course facilitator available by email anytime



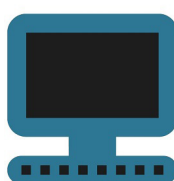
GRADUATE

Receive a nationally recognised qualification



ASSIGNMENTS

Two-part assignments including case studies



TUTORIALS

1 hour, once a fortnight, available to view anytime



ONLINE LEARNING

Learn anytime anywhere

COURSE INFORMATION



Central Park by Frasers Property Australia and Sekisui House Australia

REGARDLESS OF YOUR ROLE, THIS COURSE IS ESSENTIAL FOR THOSE WANTING TO PROGRESS THEIR CAREER IN PROJECT MANAGEMENT WITHIN THE PROPERTY DEVELOPMENT INDUSTRY

WHO SHOULD ENROL?

This qualification is uniquely designed for those who work, or aspire to work in project roles within property development. The skills and knowledge acquired through this qualification are vitally important for those who work in the property and construction industry such as development managers, construction managers, town planners, architects or engineers.

SPECIAL MEMBER ONLY BENEFIT

Register three or more attendees from your company and save 10%.

Did you know:

The average salary of a Project Manager is **\$104,042**

compared to **\$64,007** for an Assistant Project Manager

Source: www.payscale.com

COURSE CONTENT

During the course students apply solutions to a range of unpredictable problems and analyse information from a variety of sources. Through demonstration, practice, and the application of skills this course produces work-ready graduates with the right skills to work successfully on a development team.

COURSE DURATION

The qualification is delivered over 18 weeks through a blended method of online self-directed learning and regular tutorials. Upon achieving a competent result for all course units of competency, graduates will attain a BSB40920 Certificate IV in Project Management Practice, Specialising in Property Development issued by our RTO, McMillan.

COURSE COST

UDIA Member: \$3495 | Non-Member: \$3995

ONLINE LEARNING

GAIN ACCESS TO A FULLY CUSTOMISED ONLINE LEARNING PORTAL TO ACCESS LEARNING MATERIALS, STUDENT SUPPORT, ONLINE TUTORIALS AND ASSESSMENT UPLOAD

ONLINE LEARNING PLATFORM

The course content is delivered through an online learning management system (LMS) called McMillan Online which is accessible 24 hours a day, seven days a week. It provides a platform for students to download course content and schedules as well as complete and submit assessment tasks and communicate with their tutor, support staff and classmates.

SUPPORTED LEARNING

During the course, the course tutor is available and provides assistance to complete the qualification. The progression of each student is managed and monitored throughout the course. This ensures that students progress successfully to complete the course and gain the qualification at the certification date. Class sizes are limited and are assigned a course tutor.

COURSE ASSESSMENTS

There are nine units of competency for this qualification. In order to qualify, students must complete and submit a two part assessment per unit.

Part one:

Comprehension and question and answer style.

Part two:

Practical scenarios.

All scenarios follow two development projects where you will act as the assistant project manager. You will complete gantt charts, risk registers, work breakdown structures and many other project management tools.

RECOGNITION OF PRIOR LEARNING

Students who are already competent in a particular unit may apply for a credit transfer. If you can demonstrate competence in a particular unit through work, training or life experience you can apply for Recognition of Prior Learning.

ONLINE TUTORIALS

The course tutor demonstrates examples and works through real life case studies. Tutorials are scheduled at a fixed time for one hour a fortnight. Students attend sessions via their computer and can observe, listen to and interact with the tutor and each other. Recordings are made available through the LMS McMillan Online.

FLEXIBLE ONLINE DELIVERY

McMillan, our partnering RTO, provides innovative training solutions to deliver outstanding educational experiences. Their training is delivered online to give busy professionals flexibility. Students can access course materials at a time that is convenient to them. There is no travel time involved and students can learn at their own pace to maintain control of their learning.



FREQUENTLY ASKED QUESTIONS

HOW MANY HOURS A WEEK SHOULD I ALLOCATE TO STUDY?

The recommended study time will vary between students but could be up to ten hours per week depending on the course unit. The nine course units are delivered over 18 weeks. Your course tutor is available by phone or email to assist you at any point throughout the course duration.

HOW DO I VIEW TUTORIALS OR SUBMIT ASSESSMENTS?

Within the enrolment and preparation weeks you will receive log in details for the online LMS McMillan Online. This is where you will download course content, upload assessments and watch tutorials. More details are available on page five of this brochure.

WHAT IF I CAN'T MAKE THE LIVE TUTORIAL?

Tutorials are uploaded to the LMS after the live tutorial is complete. You can view the tutorials at any time throughout the course. As some tutorials are required for competency of that unit, you may be contacted by your tutor in this instance.

WHEN DO I SUBMIT ASSESSMENTS?

Students must complete and submit a two-part assessment for each unit. There is a one-hour tutorial scheduled each fortnight. Using the information from the tutorial and supporting course documents, you will submit your two-part assessment by the following week.

WHAT UNITS OF COMPETENCY WILL I COMPLETE?

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures
BSBPMG429	Apply project stakeholder engagement techniques

ARE THERE ANY PREREQUISITES OR ENTRY REQUIREMENTS?

There are no entry requirements for this qualification and no prerequisites for individual units of competency. However, students should hold a relevant position in property development or have an interest in entering the industry.

Did you know:

Professional Development not only enhances employee capability but also improves workforce retention rates.

MORE QUESTIONS?

Please contact Chloe de Ville, Manager, Events & Professional Development at pd@udiansw.com.au or on 02 9262 1214.

FREQUENTLY ASKED QUESTIONS



Did you know:

The most common level of education for a Construction Manager is a **Certificate IV**.

Source: www.joboutlook.gov.au

The Certificate IV Project Management Course allowed me to expand my professional skills and learn about an emerging and ever-changing industry. I am now applying my new skills in my current role.

David White, Development Planner,
City of Sydney

WHAT'S THE DIFFERENCE BETWEEN THIS COURSE AND OTHER PM QUALIFICATIONS?

This is the only course of its kind that teaches project management competencies unique to the property development industry. Using industry specific case studies and project management tools, this course produces work-ready graduates with the right skills to work successfully on a development team.

WHAT IF I NEED TO TAKE A BREAK WITHIN THE COURSE DATES?

This course is designed to be flexible to work with your schedule. If you are unavailable at any time throughout the course, simply let your course tutor know and pick back up once you return. You can then catch up on the unit(s) you've missed during the course, within the study break, or once you have completed all other units.

IS THIS QUALIFICATION THE APPROPRIATE LEVEL FOR ME?

This qualification is uniquely designed for those who work, or aspire to work in project roles within property development. The course is suitable for assistant project managers reporting to a senior project manager who may provide leadership and guidance to others with some limited responsibility for their output.

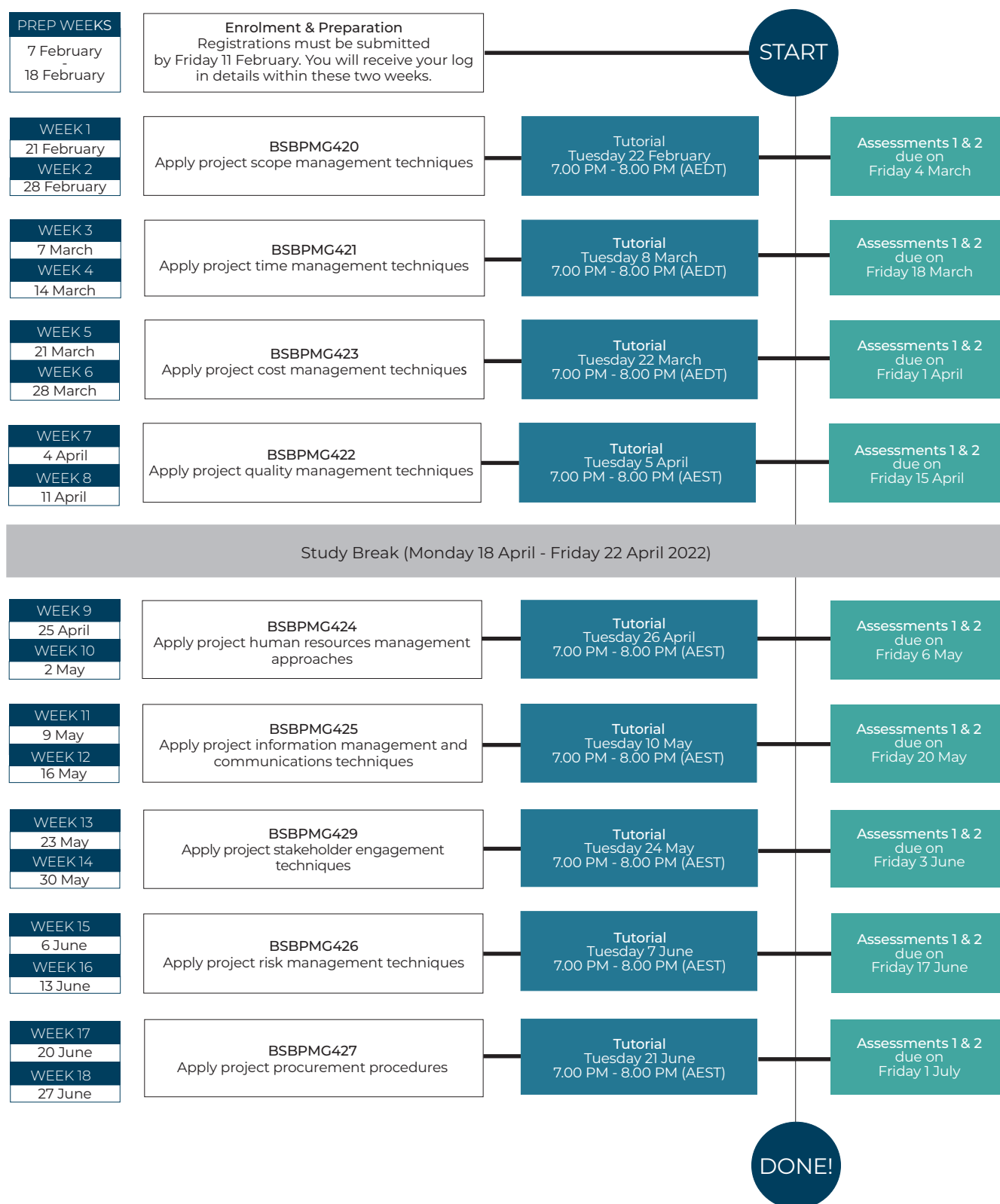
WHAT IF I HAVE ALREADY COMPLETED A RELATED QUALIFICATION?

Students who are already competent in a particular unit may apply for RPL. Students who believe they can demonstrate competence for a unit of competency through work, training or life experience may apply.

HOW TO APPLY

- 1** Download and complete the application form
- 2** Return application form via email to pd@udiansw.com.au (pay via form or online)
- 3** UDIA will confirm your enrolment via email and transfer your registration to McMillan
- 4** Receive your login details from McMillan within the enrolment weeks

COURSE SCHEDULE COMMENCING FEBRUARY 2022



COURSE PARTNER

COURSE CONTRIBUTORS

mcmillan



Please answer **all** questions prior to the lodgment of this application.
Failure to answer all questions will cause a delay in the processing of this application.

PERSONAL DETAILS		
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other:.....		Surname:
Given name:		Other given names:
Company:		Job Title:
Email:		
Home phone	Work phone:	Mobile:
Tick any of the below boxes that apply to you: <input type="checkbox"/> I am currently working in a project management role <input type="checkbox"/> My job role currently specializes in property development <input type="checkbox"/> I am a UDIA member <input type="checkbox"/> My employer will pay my course fee <input type="checkbox"/> I am paying my own course fee		

DO YOU WISH TO APPLY FOR	
Credit Transfer (CT) from previously completed studies	<input type="checkbox"/> Yes <i>A CT kit and instructions will be sent to you after acceptance of the training application form</i> <input type="checkbox"/> No
Recognition of Prior Learning (RPL) / Current Competency	<input type="checkbox"/> Yes <i>An RPL kit and instructions will be sent to you after acceptance of the training application form</i> <input type="checkbox"/> No
<i>Fees for RPL and CT assessment are incorporated in the Course Fee. Students and Victorian Trainees receiving RPL via VTG funding will incur an additional fee subject to the number of RPL units granted. The cost is \$5 per nominal hour for RPL units, while \$2.50 per nominal hours will be granted for units that are not covered by RPL; except for students who are funded under the Victorian Training Guarantee who are required to pay an additional fee.</i>	

ONLINE TUTORIAL SESSIONS	
Fortnightly virtual tutorials:	<input type="checkbox"/> I acknowledge and agree that by attending tutorials my image and voice may be recorded for UDIA and McMillan specific purposes only

EMPLOYER SPONSOR INFORMATION – Please complete if you would like your employer to be invoiced for this course	
Name of contact:	
Company name:	
Company address:	
Contact's email:	
Contact's phone number:	

PARTICIPANT SUPPORT

Language literacy & numeracy support

McMillan is committed to supporting students in successfully completing this program. Research indicates that many students will require some level of LLN support. McMillan recognise that we have a responsibility to understand each students LLN needs.

Our desire is to identify any LLN need that participants may have and to assist in reducing the impact this may have on studies with us. Therefore, we ask for you to either opt in or opt out of an LLN Assessment, which will help us in determining how best to assist you.

Please select one of the following options:

- ☐ I appreciate that McMillan is interested in my LLN capabilities, however I affirm that I do not require any assistance with LLN for this program.
- ☐ I am unsure if my LLN capabilities are sufficient for the level of study I am undertaking; therefore, I elect to undertake the LLN assessment.

Additional support

Do you have any additional support needs that we can take into consideration?

- ☐ No.
- ☐ Yes, please provide a brief explanation below and we will contact you to discuss how to best tailor your learning journey.

ISSUING RTO

UDIA NSW has formed an agreement with McMillan Staff Development (RTO Number: 88187) who will oversee and conduct all training and assessment related to this course and issue the qualification. Persons obtaining a competent result for all units of competency will receive a BSB40920 Certificate IV in Project Management Practice from McMillan. Persons not obtaining a competent result for all units of competency will receive a Statement of Attainment in BSB40920 Certificate IV in Project Management Practice from McMillan.

COURSE FEES

- ☐ UDIA member individual – \$3495 inclusive of GST
- ☐ UDIA member groups of 3+ – \$3145.50 inclusive of GST

I am a member in:

- ☐ NSW ☐ QLD ☐ VIC ☐ WA ☐ SA ☐ NT

- ☐ Non-member – \$3995 inclusive of GST

PAYMENT DETAILS – Please complete the below if you have not processed your enrolment fee online

Total \$ _____

☐ Tick this box if you processed your enrolment fee online

Payment enclosed: (please circle) **Cheque** (Please fax a copy of your application to UDIA before posting cheque)

Please debit my: (please circle) **Mastercard** **Visa** **Amex** (Extra charges of 3% will be incurred if using AMEX)

Name of Cardholder: _____ **Exp:** _____ **CVV:** _____

Card No: _____ **Signature:** _____

*This form will be your tax invoice on receipt of payment. ABN 43 001 172 363.

UDIA TERMS AND CONDITIONS

By signing this declaration, I agree and acknowledge that:

- ☐ To be accepted on the course, fees must be paid to UDIA prior to commencement of training no less than 7 days prior to the commencement of training (Course Offer Close) date.
- ☐ I understand that UDIA collects this information for the purposes of processing my application. UDIA will provide my details to McMillan and will not provide my details to any other parties without obtaining my prior written permission as per the Privacy Act 1988.
- ☐ I understand that my final acceptance into this course will be determined by the issuing RTO – McMillan (RTO Number: 88187) and is subject to the completion and acceptance of their required documentation.
- ☐ I have read and accept the below refund policy:
 1. The course fee will be refunded in full only when: A student, or an employer of a student, notifies UDIA in writing or by email that they do not wish to commence training. Notification must be received no later than 7 days prior to the published course commencement date; or
 2. UDIA advises a student, or a sponsor of a student, who has accepted an offer of enrolment that the course will not commence on the published course commencement date, and when no alternate course commencement date and tutorial session time acceptable to the student, or an employer of a student, is available within 4 weeks of the published course commencement date (course withdrawal).
 3. A student, or an employer of a student, who notifies UDIA of a withdrawal other than in accordance with clause 1. above is not entitled to a course fee refund.
 4. A course fee refund will be paid: Within 14 days of receipt by UDIA of a notice of a pre-commencement withdrawal, or the issue of a notice to the student by UDIA of a course withdrawal.
 5. The enrolment can be transferred to another name subject to the second person's acceptance on the course. An enrolment transfer can only be made no less than 7 days prior to the commencement of a course and a \$100 administration fee will be charged.
- ☐ I understand that these terms and conditions and any policies are subject to change and I will be notified upon change.
- ☐ I understand that to achieve the qualification, I must be assessed as Competent in all Units of Competency required for the accredited qualification. If I have not been assessed as Competent in all UOC's for a Qualification by the course closure date, I will be issued with a Statement of Attainment listing the Units of Competency for which I have been assessed as Competent.
- ☐ Attendance and participation in tutorials are a requirement for successful course completion and my participation will be assessed by the tutor at the end of each tutorial.
- ☐ If I fail to submit an assessment on or before the assessment due date, McMillan will accept the assessment if it is submitted within 7 days of the due date, however it will be treated as a second assessment submission. If I am required to submit a third assessment, a re-assessment fee of \$150 is applicable for each Unit of Competency to which the reassessment applies.

Applicant name:

Applicant signature:

Date:

PLEASE REVIEW AND COMPLETE THE CHECKLIST ON NEXT PAGE BEFORE SUBMITTING YOUR APPLICATION

ATTENTION APPLICANTS

Prior to submitting this training application form, please confirm the following:

- ☐ I have completed all questions on this application form
- ☐ I have submitted two forms of identification (including one photo ID)
- ☐ I have read and signed the UDIA Terms & Conditions
- ☐ I have a laptop/PC with reliable internet connection (broadband), webcam and headphones

Applications may be submitted by any of the following methods:

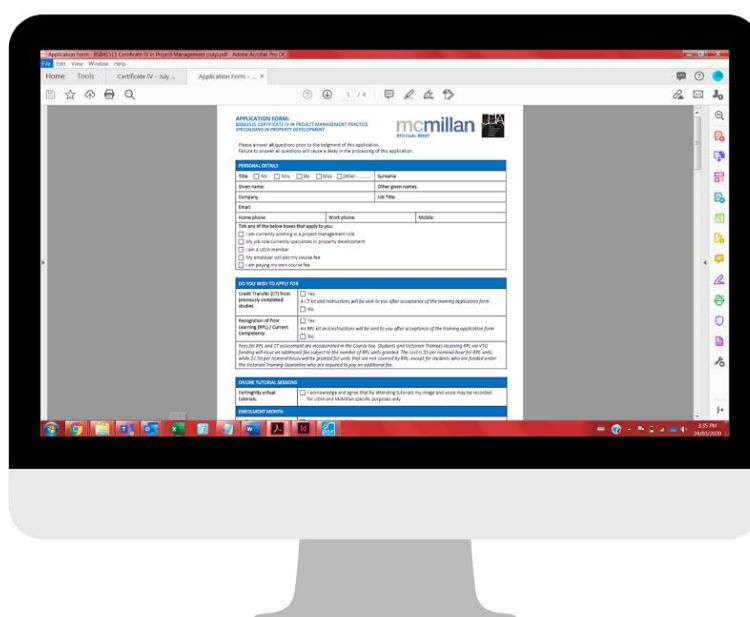
Email to: pd@udiansw.com.au

Post to: UDIA NSW, PO Box Q402 QVB NSW 1230

Enrolment enquiries to UDIA:

Chloe de Ville, Manager, Events & Professional Development:

T: +61 2 9262 1214: F: +61 2 9262 1218 E: pd@udiansw.com.au



OFFICE USE ONLY		INITIALS	DATE
<input type="checkbox"/>	Application received		
<input type="checkbox"/>	Two forms of ID received		
<input type="checkbox"/>	RPL Kit sent to student		
<input type="checkbox"/>	CT Application sent to student		
<input type="checkbox"/>	Student advised of RPL/CT application outcome		