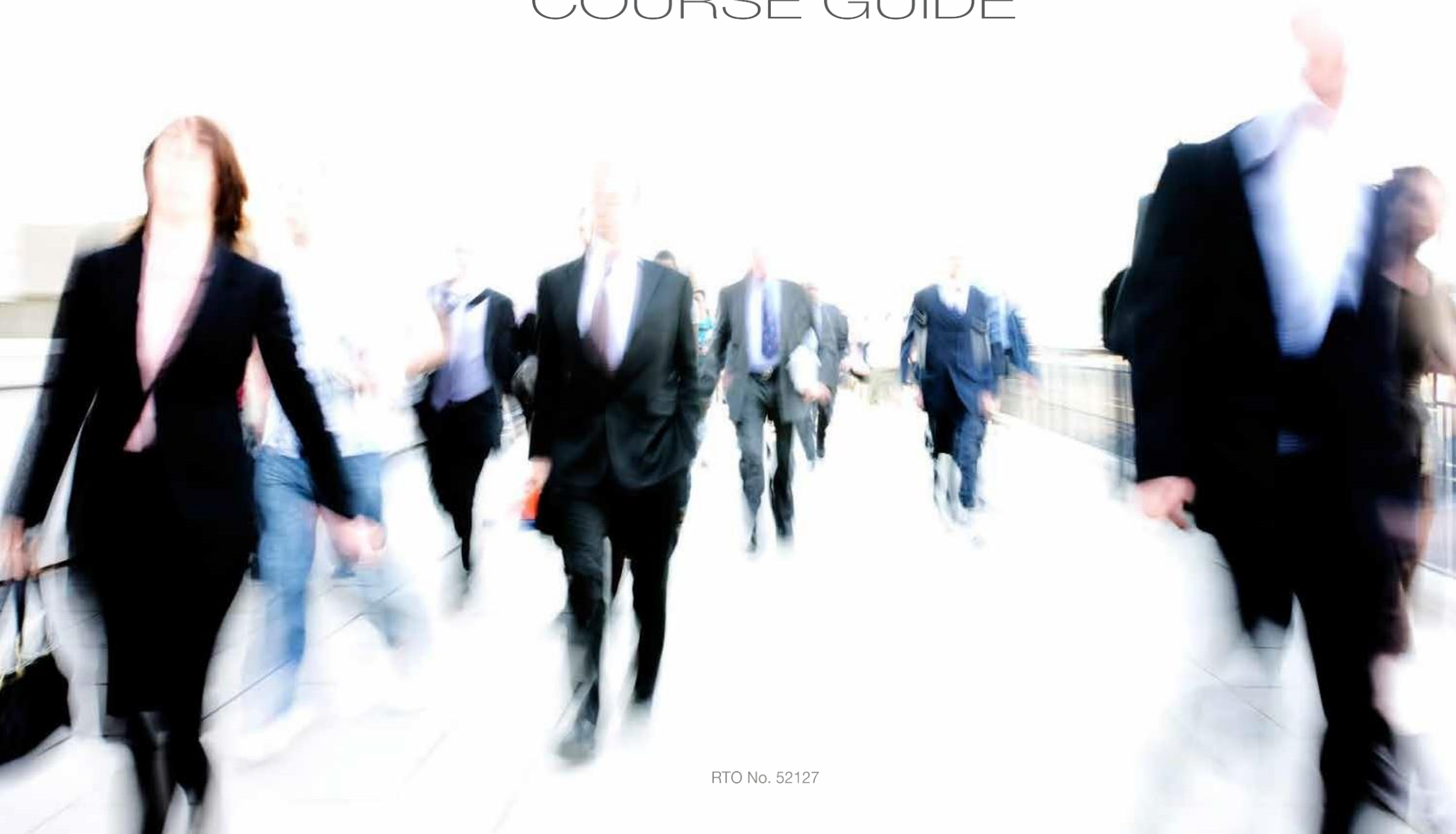


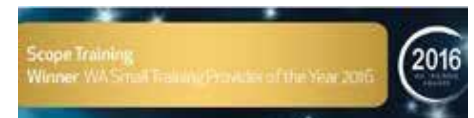
SCOPE TRAINING

COURSE GUIDE





training to suit
your needs



www.scopetraining.com.au

Scope Training is a niche Western Australia based private Registered Training Organisation providing training solutions both locally in Australia, and overseas. Our vision is to provide high quality contextualised training and assessment in a dynamic and practical style, to maximise the student's learning journey.

We value **Flexibility, Quality** and **Client Focus**

Scope is **RECOGNISED**

We are a nationally recognised provider of training under the Australian Qualification Skills Authority (ASQA). We have the capacity to offer various qualifications and professional development courses and have been recognised by several industry associations including the Australian Institute of Project Management and the Construction Building Fund. Scope Training was also recognised in the 2013, 2015 and 2016 **Telstra Business Awards**, coming in as a finalist for **Small Business of the Year**. Scope Training is also proud to be the 2015 and 2016 **WA Small Training Provider** in the WA Training Awards, and we were one of three finalists in the Australian Training Awards in the same category. Go Scope!

Scope is **FLEXIBLE**

We have the capacity to facilitate flexible training no matter what outcome is required. Our sterling reputation has been forged through affordable, high quality, and practical training which is customised to suit your needs. No matter your individual circumstances, our mission is to make training accessible, relevant and applicable to you.

Whether this be meeting our staff for a coffee, setting up a Skype session or blending our workshop and online options, we can provide training and assessment for you.

Scope is **SUPPORTIVE**

Our team work closely with students from varying industries worldwide. We pride ourselves with the personable and ongoing student support we are able to offer from our experienced staff. Students have the support of staff throughout their studies including phone, email and we love to meet our students over a beverage for a face to face catch up (preferably coffee!). Our team are always taking questions to make topical videos for all students to utilise. Find our YouTube channel and enjoy.



Scope is **AFFORDABLE**

Our mission from the start was to offer training to students that didn't break the bank. We keep our overheads low and prefer to meet you at the newest cafe rather than meet at an expensive large office. Who wants to spend all day stuck in an office? (If you do, then you will find us at our Subiaco control centre).



ENDORSED PROJECT MANAGEMENT

Our nationally recognised Project Management programs have been endorsed by the highly regarded Australian Institute of Project Management (AIPM).

Our graduates are eligible to apply for certification as a Certified Practising Project Practitioner (CPPP) under AIPM's RegPM program. Once a student has completed a project management program, they may apply for AIPM membership at "[Certified Practising Project Practitioner](#)" (CPPP) level. The application fee for the RegPM will be waived and students will automatically be given CPPP certification.

Payment of membership fees will apply for RegPM Certification.

As our Project Management courses are endorsed by AIPM, we can also assist students with becoming student members of AIPM and receiving the many benefits including invitations to networking events and access to AIPM resources.



"The Australian Institute of Project Management (A/PM) is the premier, longest-serving body for project management in Australia. With over 10,000 members, they are recognised by Australian business, industry and government as the key promoter, developer and leader in project management professionalism"

✓ t6, QUALIFIED

All of our training facilitators are fully qualified and pride themselves in having a great deal of relevant industry experience. Students will benefit from a Subject Matter Expert (SME) who is experienced in delivery and assessing within industry, university and within the Vocational Education and Training environment. We have the flexibility of offering our courses over a variety of delivery methods. These include online studies and face to face workshops or a mixture of both. We pride ourselves in being able to customise our approach as required to suit each of our student's specific needs.



RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is the recognition of a person's current skills and knowledge acquired through prior learning from other training, work or life experience. Some students have skills and knowledge that enable them to gain a qualification without completing a standard training program or course. These skills and knowledge may have been gained through other forms of study, formal training, self-tuition, work experience or life experience.

If students already possess the skills and can demonstrate evidence, they are eligible to engage in the Recognition of Prior Learning (RPL) process. We take a unique approach to the RPL process by taking on board the entire competency mapping, making it a very simple and time efficient process for each student. We do the hard work, not you.

Interested? Contact our office today.

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QUALIFICATIONS *recognised*

Project Management

Work Health and Safety

Business and Management

Government

Procurement



Project Management

CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE BSB41515

The Certificate IV Project Management Practice is aimed at those working in a project team or project environment. The Certificate IV provides the fundamentals of Project Management and equips participants to work effectively in the project environment as a project team member as well as the skills and knowledge required to manage small projects.

Recommended Units

Core

- BSBPMG409 Apply project scope management techniques
- BSBPMG410 Apply project time management techniques
- BSBPMG411 Apply project quality management techniques

Electives

- BSBPMG412 Apply project cost management techniques
- BSBPMG413 Apply project human resources management approaches
- BSBPMG414 Apply project information management and communications techniques
- BSBPMG415 Apply project risk management techniques
- BSBPMG417 Apply project life cycle management processes
- BSBPMG418 Apply project stakeholder engagement techniques

DIPLOMA OF PROJECT MANAGEMENT BSB51415

The Diploma of Project Management is aimed at those who wish to pursue or develop their career in Project Management. The Diploma provides the key skills, knowledge and competencies to manage a project across a wide range of contexts. The Diploma of Project Management through Scope Training equips the participant with a deeper understanding of Project Management and the tools and techniques to gain a competitive advantage.

Recommended Units

Core

- BSBPMG511 Manage project scope
- BSBPMG512 Manage project time
- BSBPMG513 Manage project quality
- BSBPMG514 Manage project cost
- BSBPMG515 Manage project human resources
- BSBPMG516 Manage project information and communication
- BSBPMG517 Manage project risk
- BSBPMG521 Manage project integration

Electives

- BSBPMG519 Manage project stakeholder engagement
- BSBMGT516 Facilitate continuous improvement
- BSBWOR502 Lead and manage team effectiveness
- BSBPMG520 Manage project governance

ADVANCED DIPLOMA OF PROGRAM MANAGEMENT BSB61218

The Advanced Diploma of Program Management reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. It applies to individuals who are program managers, managing or directing a suite of projects (a program) to achieve organisational objectives.

Recommended Units

Core

- BSBPMG610 Enable program execution
- BSBPMG611 Facilitate stakeholder engagement
- BSBPMG612 Implement program governance
- BSBPMG613 Manage benefits

Electives

- BSBLDR501 Develop and use emotional intelligence
- AHCBUS607 A Implement a monitoring, evaluation and reporting program
- BSBFIM601 Manage finances
- BSBINN601 Lead and manage organisational change
- BSBPMG615 Manage program delivery
- BSBPMG616 Manage program risk
- BSBPMG617 Provide leadership for the program
- PSPMNGT607B Develop a business case

Please see the qualification course brochure for more information.

Please see the qualification course brochure for more information.

Please see the qualification course brochure for more information.

Work Health and Safety

CERTIFICATE IV IN WORK HEALTH AND SAFETY BSB41419

The Certificate IV in Work Health and Safety is designed to provide students with the fundamentals of health and safety across a broad range of industries in Australia. It is relevant to supervisors, health and safety representatives, safety officers and those who are involved in the management of occupational risk.

This is considered the minimum qualification required for anyone wishing to work within the field of occupational health and safety.

Recommended Units

Core

- BSBWHS412 Assist with compliance with WHS laws
- BSBWHS413 Contribute to implementing and maintaining WHS consultation and participation processes
- BSBWHS414 Contribute to WHS risk assessment management
- BSBWHS415 Contribute to implementing WHS maintenance systems
- BSBWHS416 Contribute to workplace incident response.

Electives

- BSBWHS417 Assist with managing WHS implications of return-to-work
- BSBWHS418 Assist with managing WHS compliance of contractors
- BSBWHS419 Contribute to implementing WHS monitoring processes
- BSBWHS409 Apply Project scope management techniques
- BSBMGT401 Show leadership in the workplace

Please see the qualification course brochure for more information.



DIPLOMA OF WORK HEALTH AND SAFETY BSB51319

This course has been specifically designed in consultation with industry to provide a systematic practical approach to managing work health and safety. Students are required to have completed the Certificate IV in Work Health and Safety or demonstrate sufficient industry knowledge and skills related to health and safety.

Recommended Units

Core

- BSBWHS513 Lead WHS Risk Management
- BSBWHS515 Lead initial response to and investigate WHS incidents
- BSBWHS516 Contribute to developing, implementing and maintaining and organisations WHS management systems
- BSBWHS519 Lead the development and use of WHS risk management tools
- BSBWHS522 Manage WHS consultation and participation processes

Electives

- BSBWHS419 Contribute to implementing WHS monitoring processes
- BSBWHS514 Manage WHS compliance of contractors
- BSBWHS520 Manage implementation of emergency procedures
- BSBWHS531 Implement and evaluate system of work for managing hazardous materials.
- BSBHRM509 Manage rehabilitation or return to work programs

Please see the qualification course brochure for more information.



Leadership

CERTIFICATE IV IN LEADERSHIP AND MANAGEMENT BSB42015

This program is aimed at upcoming managers or team leaders wishing to develop the essential management skills to succeed in their position. The course is highly recommended for individuals wishing to gain leadership and management skills in their pursuit of management goals.

Please note this qualification supersedes the Certificate IV in Frontline Management BSB40812.

Recommended Units

Core

- BSBLDR401 Communicate effectively as a workplace leader
- BSBLDR402 Lead effective workplace relationships
- BSBLDR403 Lead team effectiveness
- BSBMGT402 Implement operational plan

Electives

- BBSBMGT403 Implement continuous improvement
- BSBWOR404 Develop work priorities
- BSBRISK401 Identify risk and apply risk management processes
- BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
- BSBCMM401 Make a presentation
- BSBMGT401 Show leadership in the workplace
- BSBPMG522 Undertake project work
- BSBLED401 Develop teams and individuals

Please see the qualification course brochure for more information.



DIPLOMA OF LEADERSHIP AND MANAGEMENT BSB51915

The Diploma of Leadership and Management is aimed at managers or leaders wishing to develop their application of management and leadership skills. Participants will plan, design, apply and evaluate solutions to unpredictable problems. Participants will also identify and analyse information from a variety of sources and apply their learnings to a workplace.

Please note this qualification supersedes the Diploma of Management BSB51915.

Recommended Units

Core

- BSBLDR501 Develop and use emotional intelligence
- BSBMGT517 Manage operational plan
- BSBLDR502 Lead and manage effective workplace relationships
- BSBWOR502 Lead and manage team effectiveness

Electives

- BSBLDR503 Communicate with influence
- BSBMGT502 Manage people performance
- BSBMGT516 Facilitate continuous improvement
- BSBPMG522 Undertake project work
- BSBADM502 Manage meetings
- BSBWHS501 Ensure a safe workplace
- BSBRISK501 Manage risk
- BSBWOR501 Manage personal work priorities and professional development

Please see the qualification course brochure for more information.



DIPLOMA OF BUSINESS BSB50215

This program is aimed at individuals seeking to develop their skills across a range of business functions. The Diploma of Business can be used to compliment other qualifications to provide employer confidence that the candidate can work effectively within a business environment. The Diploma is highly recommended for those working within a business role seeking to formalise their skills.

Recommended Units

Electives

- BSBADM502 Manage meetings
- BSBHRM506 Manage recruitment, selection and induction processes
- BSBPMG522 Undertake project work
- BSBHRM513 Manage workforce planning
- BSBFIM502 Manage payroll
- BSBMGT403 Implement continuous improvement
- BSBWOR501 Manage personal work priorities and professional development
- BSBMGT502 Manage people performance

Please see the qualification course brochure for more information.



Government

CERTIFICATE IV IN GOVERNMENT PSP40116

This qualification covers the competencies required for working without supervision in the public sector. This qualification is particularly suited to those working in an environment requiring multi skilled personnel and/or in small or regionally based organisations.

Electives should reflect the responsibilities of the individual and the job skills required for effective performance in the workplace.

Recommended Units

Core

PSPETHC001 Uphold and support the values and principles of public service
PSPGEN023 Deliver and monitor service to clients
PSPGEN029 Value diversity
PSPGEN043 Apply government processes
PSPLEG002 A Encourage compliance with legislation in the public sector
PSPPCY004 Support policy implementation

Electives

BSBWHS301 Maintain workplace safety
PSPGEN033 Use advanced workplace communication strategies
PSPGEN034 Compose complex workplace documents
PSPGEN038 A Identify and treat risks
BSBCMM401 Make a presentation
BSBMGT401 Show leadership in the workplace
BSBPMG522 Undertake project work
BSBMGT402 Implement operational plan
BSBLDR403 Lead team effectiveness

Please see the qualification course brochure for more information.



Procurement

CERTIFICATE IV IN PROCUREMENT & CONTRACTING PSP40616

The Certificate IV in Procurement and Contracting has been specifically designed to recognise the skills of those working in procurement and contract roles. It covers the broad range of skills required to operate without supervision in a procurement and contracting environment.

Recommended Units

Core

PSPETH002 Uphold and support the values and principles of public service
PSPGEN038 Identify and treat risks
PSPGEN042 Exercise delegations
PSPGEN043 Apply government processes
PSPLEG002 Encourage compliance with legislation in the public sector
PSPPCM004 Plan procurement
PSPPCM005 Develop and distribute requests for offers
PSPPCM006 Select providers and develop contracts
PSPPCM007 Manage contracts

Electives

BSBMKG408 Conduct market research
BSBPMG522 Undertake project work
BSBLDR503 Communicate with influence
BSBLEG415 Apply the principles of contract law
BSBPUR402 Negotiate contracts
BSBPUR401 Plan purchasing

Please see the qualification course brochure for more information .



DIPLOMA OF PROCUREMENT & CONTRACTING PSP50616

Our Diploma of Procurement and Contracting PSP50616 develops the practical skills and knowledge required for those working in procurement and contract roles within the public sector, such as Procurement Practitioners and Specialists. This program will provide the skills and knowledge to enable participants to effectively and confidently work in a procurement role.

Recommended Units

Core

PSPETH003 Promote the values and ethos of public service
PSPGEN049 Undertake negotiations
PSPLEG003 Promote compliance with legislation in the public sector
PSPPCM001 Plan to manage a contract
PSPPCM008 Manage contract performance
PSPPCM009 Finalise contracts
PSPPCM010 Manage procurement risk
PSPPCM012 Plan for procurement outcomes
PSPPCM013 Make procurement decisions

Electives

BSBMKG5065 Plan market research
BSBCRT502 Develop critical thinking skills in others
BSBPRC501 Manage procurement strategies

Procurement

CERTIFICATE IV IN BUSINESS [PROCUREMENT]

BSB41618

Our Certificate IV in Business (Procurement) has been specifically designed to recognise the skills of those working in procurement and contract roles within the private sector. It covers the broad range of skills required to operate without supervision in a procurement and contracting environment.

RECOMMENDED UNITS

Core

- BSBPRC401 Plan procurement
- BSBPRC402 Negotiate contracts
- PSPPCM018 Conduct demand and procurement spend analysis
- PSPCRT404 Apply advanced critical thinking to work processes
- BSBPMG416 Apply project procurement procedures

Electives

- BSBMKG408 Conduct market research
- BSBRISK401 Identify risk and apply risk management techniques
- PSPPCM006 Select providers and develop contracts
- PSPPCM011 Plan to manage a contract
- PSPPCM007 Manage contracts
- BSBWRT401 Write complex documents
- BSBLEG415 Apply the principles of contra

DIPLOMA OF BUSINESS [PROCUREMENT]

BSB51518

Our Diploma of Business (Procurement) is designed for individuals who contribute their skills and knowledge to leading, monitoring and guiding the activities of procurement teams. They may demonstrate a range of managerial skills to ensure that procurement activities are conducted effectively, whilst maintaining relationships with both internal and external stakeholders.

RECOMMENDED UNITS

Core

- BSBCRT502 Develop critical thinking skills in others
- BSBPRC501 Manage procurement strategies
- BSBPRC502 Manage supplier relationships
- BSBPRC504 Manage a supply chain
- BSBPRC505 Manage ethical procurement strategy

Electives

- BSBPMG518 Manage project procurement
- PSPPCM008 Manage contract performance
- PSPPCM009 Finalize contracts
- PSPPCM010 Manage procurement risk
- PSPPCM012 Plan for procurement outcomes
- PSPPCM013 Make procurement decisions



PROFESSIONAL DEVELOPMENT

Our professional development workshops are available as half day, full day or two-day courses. We will ensure the outcomes are tailored to suit your staff's needs.



Professional Development

- PROJECT MANAGEMENT FUNDAMENTALS

This workshop introduces the fundamentals of the project lifecycle, giving participants practical insight into the critical knowledge areas of the Project Management Body of Knowledge (PMBOK). Participants will experience all facets of project management life cycle and be shown the tools and techniques needed to plan, develop and implement projects.

- SUPPLIER PERFORMANCE MANAGEMENT

Within this workshop, participants will develop a performance management framework to measure supplier performance. Participants will learn the importance of measuring supplier performance and the importance of risk management processes, while using tools and templates to improve performance within a contractual agreement.

- DISPUTE RESOLUTION

This workshop has been effectively designed as an engaging workshop to enable participants to practically apply conflict/dispute management skills in resolving difficult situations. Participants will be able to develop, utilise and refine techniques which suit their interpersonal styles in reaching the optimal result.

- STAKEHOLDER ENGAGEMENT & MANAGEMENT

Our practical workshop will introduce you to contemporary thinking on stakeholder engagement and management, giving you the tools to map and manage your stakeholder relationships. Participants will formulate a community engagement timeline and implementation plan and utilise tools to encourage participation while avoiding disputes.

- MANAGING CHANGE

This workshop addresses the issues associated with change and promotes a positive proactive approach to change management. Based upon contemporary best practise and leading change management models participants will work through the process understanding the views, perceptions and impacts from a broad range of stakeholders. These workshops are tailored to suit the needs of the participants or a relevant situation.

- INTRODUCTION TO CONTRACT LAW

This workshop will give participants a thorough overview of the legal principles of contract formation and management. Participants will understand legally binding agreements and the rights and obligations under a contract. This workshop reviews sample contracts clauses to ensure clarity and obligations are clearly understood.

"I couldn't recommend Scope Training highly enough. Scope is a vibrant organisation with a clear passion for promoting quality training in Australia. Scope treats all their students with respect and I think this is shown in their impressive repeat client base."

Laura McMahon Higgins, Director

Questamon Training Services

Professional Development

- TIME MANAGEMENT

The Time Management workshop gives participants the skills to identify how they currently spend their time and how to prioritise these tasks. Participants will learn to apply a range of time management techniques to both their work and personal life.

- INTERPERSONAL & COMMUNICATION SKILLS

This workshop will ensure participants receive strategies and skills on effective interpersonal communication with those around them. This will help staff receive verbal and non-verbal messages more clearly and improve relationships in general.

- POLICY & GUIDELINE WRITING

This hands on workshop will enable participants to write policies and guidelines in accordance with the requirements of their department/organisation. Participants will understand the requirements, formats and styles of organisational policies and guidelines as well as draft, review and publish effective documents.

- PRESENTATION SKILLS

This practical and engaging workshop demonstrates how to design effective and engaging presentation to a variety of audiences. The workshop is suitable for anyone who wants to learn how to develop strategies to create confidence when speaking to a group of any size.

- BUSINESS WRITING SKILLS

Participants will improve their skills in the development of written communication fit for the public and private sector. This workshop will identify the risks to the organisation, stemming from poor written materials and common issues faced in the development of organisation publications, articles and press releases. This workshop will be tailored to integrate the types of documents relevant to the participants.

- FACILITATION SKILLS

This workshop will demonstrate to participants how to act as facilitators who can draw out and process audience input for the purpose of moving a discussion forward. This gives participants practical techniques for skills such as managing meetings and planning sessions to achieve productive outcomes.

“The course was well presented and the content easy to understand and put into the context of our environments, though the class participants came from varying backgrounds. Scope will certainly be my first choice for any training courses in the future.”

VenuesWest

Professional Development

- MANUAL HANDLING

Short workshops delivered a range of industries to educate and promote safe working practices. These courses are developed by registered physiotherapists are designed to provide practical solutions to a range of scenarios. To receive the maximum benefits from the manual handling courses an initial site inspection is recommended to allow the program to be effectively customised to your business.

- MANAGING FATIGUE

The fatigue management workshop provides an in depth look at the physiological aspects of fatigue. The more we understand about why people fatigue and what happens when they are fatigued , the more opportunity there is to effectively manage fatigue. It is designed to engage participants that are involved in non-standard working hours, and inform them about the risks associated with fatigue.

- OSH FOR SUPERVISORS & MANAGERS

This workshop will give participants the skills and knowledge required to manage health and safety (WHS) in the workplace. This is an engaging workshop designed to promote discussion and give participants practical skills to implement. The information outlines participant obligations and includes general information to help improve health and safety within their organisation.

“Curtin University's School of Nursing, Midwifery and Paramedicine have been recommending Scope Training to our students for a number of years. It is a pleasure working with the staff from Scope and they always offer a professional experience both for our school's staff as well as for our students.”

Sarah Sheehan, Laboratory Manager

Curtin Univeristy

CONTACT US

1-Id a call

Western Australia

7/110 Hay Street

SUBIACO WA 6008

+61 8 93216307

info@scopetraining.com.au

www.scopetraining.com.au

RTO No. 52127

