

BSB40920

Certificate IV in Project Management Practice



Professional Development

Great for all Employees!

Is this course for me...

YES! If you are participating in (or wanting to be involved in) a complex project or assisting with multiple smaller projects...

Or if you are involved in helping manage complex projects as a contracts officer, project administrator, or project team member.

How will this Course help my Career...

- Discover more about your new place of employment - Policies, Procedures, and how it all works.
- A proactive way to settle into your new role quickly
- Show your commitment to your new job and profession.
- The Certificate IV in Project Management is the essential starting point for you to develop your career in project management.
- Membership eligibility to Professional Project Management Associations eg Associate membership with Australian Institute of Project Management (AAIPM)

What Qualification will I Gain...

After completion of the 12 month program, you will gain your: BSB40920 Certificate IV in Project Management Practice

Gain your qualification NOW while your Employer will pay for it!

Here's what one of our students thinks...

"I would recommend this Project Management course as it was a positive experience and good introduction into project Management.

I now feel more comfortable in the process of building a project management plan, communicating it to my workmates effectively and implementing the plan."

Jason Rouse

Here's what another student thinks...

"Using practical work activities for the Project Management course gave me a better understanding of what I was trying to achieve, and what the company was trying to achieve around me.

The support team was great, anytime I needed anything; help was a quick phone call or email away. Not hard at all."

Ryan Couper

How is this program delivered?

A very simple process that most find interesting, and rewarding.

1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Complete your assessments based on projects in your current role.
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track...
- Complete all units over the 12 month period
- Qualification awarded + online graduation celebration

How much time will this course take?

The course runs over 12 months.

Your qualification will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As they are work-based projects, you may be able to get some of it done during your work hours.

If you have experience, this may be a hunting and gathering exercise for you, and then just answer the questions based on your work.

Units

There are **9 units** in this qualification.

BSBPMG409
Apply Project Scope
Management Techniques

BSBPMG413
Apply Project Human
Resources Management
Approaches

BSBPMG410
Apply Project Time
Management Techniques

BSBPMG412
Apply Project Cost Management
Techniques

BSBPMG415
Apply Project Risk
Management Techniques

BSBPMG422
Apply Project Quality
Management Techniques

BSBWOR404
Develop Work Priorities

BSBWHS401
Implement and monitor WHS
policies, procedures and
programs to meet legislative
requirements

BSBINM401
Implement Workplace
information systems



NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form**.