



Certificate IV in PROJECT MANAGEMENT PRACTICE (BSB40920)

This course is designed for team leaders, project officers, senior administration staff, technical professionals or experienced managers of staff who require an understanding of how to apply project management skills and knowledge in a wide variety of contexts.

It covers all aspects of the Project Management cycle in considerable detail but allows opportunity to explore the application of project management principles in the broader organizational context particularly in relation to harnessing human resources.

Typically participants in this program will work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

It is expected that you will have access to workplace situations which enable you to participate fully and demonstrate the grasp of the principles involved, in real workplace examples where the organisation can take the opportunity to implement required improvements at the same time as the training takes place. You will use your own workplace environment to produce practical and meaningful results towards your completion of the qualification.

Program Outcomes – you will learn to;

- ✓ Understand and apply techniques to contribute to the 3 pillars of Project Management - scope, time and cost
- ✓ Implement approved techniques for ensuring project quality and risk
- ✓ Identify and implement quality control and assurance processes, and use review and evaluation to make quality improvements in current and future projects.
- ✓ Analyse and refine project costs to produce a budget, and use this budget as the principal mechanism to control project cost.
- ✓ Understand and apply techniques for managing the entire project life cycle
- ✓ Apply critical and constructive thinking in a collaborative work environment
- ✓ Develop emotional intelligence and techniques to manage the conflicts that arise when setting priorities
- ✓ Track project objectives to comply with organisational goals, strategies and objectives.

Program Snapshot



Duration

12- 16 months
24 x half day classes plus up to 10 hrs additional study and practice per month, as the participant works on real



Delivery Options

- Face to face or virtual classroom
- Workplace based program
- Distance learning



Assessment Methods

- Theory assessments
- Case studies
- Practical exercises
- Oral questioning
- Evidence portfolios
- On the job observation



Pre-requisites

It is required that learners be employed by a business in a position that allows them to demonstrate application of skills required by the program. Learners may need access to the internet for on-line research and activities.

LLN will be assessed prior to course commencement.



Resources Provided

Learning resources will be provided including; training manuals, powerpoint presentations. You-tube clips



Costs

State Government funding may be available for eligible individuals. Contact us to see if you're eligible for government funding.

Program Structure

This qualification requires completion of 9 units of competency.

* Indicates core units.

1. BSBPMG420 Apply project scope management techniques

contribute to the project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes.

2. BSBPMG421 Apply project time management techniques

assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

3. BSBPMG422 Apply project quality management techniques

enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.

4. BSBPMG423 Apply project cost management techniques

assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.

5. BSBPMG426 Apply project risk management techniques

assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.

6. BSBPMG428 Apply project life cycle management processes

assist in implementing project life cycle management processes.

7. BSBCRT411 Apply critical thinking to work practices

use advanced-level critical thinking skills in a workplace context. This includes using methods of analysis, synthesis and evaluation.

8. BSBPEF401 Manage personal health and wellbeing

identify signs and sources of strain on personal health and wellbeing (both physical and mental) within job roles and according to key performance indicators (KPIs).

9. BSBPEF402 Develop personal work priorities*

the skills and knowledge required to plan and prioritise own work tasks. It also addresses the skills and knowledge to monitor and obtain feedback on personal work performance.

Induction: Trainees will be introduced to the course, delivery and assessment methods, and expectations and rights of trainees prior to course commencement.

All trainees are expected to comply with worksite WHS procedures and policies during practical activities. Safety procedures in the classroom will be explained at the commencement of the course.

RPL & Credit Transfer: Students who believe they have sufficient past experience to demonstrate full competence against particular units may apply for RPL using the forms and processes available from the TME office. Students may apply for credit transfer for any units completed in prior qualifications, including for the elective units.

Funding: This program may be supported by Victorian State Government funding or subsidised by the NSW Government subject to eligibility. New employees may also be eligible for Commonwealth Government Funding. Contact us to check your eligibility.

Workplace Training: Programs can be customised to meet individual or workplace requirements. On the job training and assessment activities are built into our programs to benefit employers and enable learners to develop relevant workplace skills.

We actively tailor training for people from diverse backgrounds, including those with disabilities, and encourage all to apply.

Information in this may be subject to change. Contact us to ensure you have the most current information about this program.

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