

Course Information

BSB40920 Certificate IV in Project Management Practice



About the course

By studying the Certificate IV in Project Management Practice, you will gain the knowledge and skills required to work in a variety of project roles.

This course provides the individual with the skills to effectively work autonomously, or in a project team and support overall project outcomes for project-based operational activities.

Details and duration

Delivered via flexible online learning and assessment with nine (9) units for completion. Students will have 12 months to complete all units and CTS can adjust the training to suit the individual's need and their workplace.

Typical learning objectives

Apply techniques to support the following in a project environment:

- Project scope, time, quality, cost, human resources, information and communication management
- Resource coordination
- Digital collaboration
- Safety and risk management

Nationally Recognised enrolments

We will not enrol you in a Nationally Recognised Qualification without checking first that:

- You meet the entry requirements
- You know the cost
- It is a qualification, skill set, unit of competence that is appropriate for you
- You are aware of what resources you will need to successfully participate
- You understand the amount of learning required and how you will be assessed

Methods of delivery

- Online learning and assessment options are available.
- It is preferred that students are employed in an industry or role that will support evidence collection and workplace skill implementation.
- Units will need to be supported in the workplace through skill demonstration and practical application.
- Students should have access to relevant policies, procedures, systems and/or documentation related to the qualification throughout the term of the qualification.
- Simulated workplace resources are available if required.
- Recognition of Prior Learning (RPL) available.

All candidates have the full support of their trainer who will be in regular contact via phone, email, Teams, or face to face scheduled appointments in the workplace and at our training rooms.

Fees

The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as student service and resource fees. A full breakdown of fees will be provided prior to commencement once unit selections have been made.

Fee for Service 2024

- Tuition Fees: \$350 per unit
- RPL: \$350 per unit
- Resource Fees: \$11.00 per unit
- Credit Transfer: \$0.00

NB. Students are required to purchase their own books from our provided booklist direct from the supplier for some units.

Language, literacy, numeracy and digital skills (LLND)

Students must have sufficient language, literacy, numeracy and digital (LLND) skills to be able to read, write, speak, listen, complete calculations and use digital technology at an appropriate level based on the course requirements.

Where LLND is determined to be less than the standard requirement, students (and where applicable, employers) are notified of the LLND requirement needed to be addressed, prior to commencement of training and assessment program.

Units

Core, Group A and Group B Units

All students are required to complete these units:

- 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 techniques
- BSBPMG425 Apply project information management and communication techniques



COMBINED TEAM SERVICES
CUSTOM TRAINING SOLUTIONS

BUSINESS SAFETY LEADERSHIP

RTO Provider 50995

PO Box 6064 BUNBURY WA 6230

1300 262 807 or 08 9724 6580

training@ctsconsult.com.au

www.ctsconsult.com.au

Students may choose 3 electives from the following list:

- BSBWHS412 Assist with workplace compliance with WHS laws
- BSBWHS414 Contribute to WHS risk management
- BSBOPS401 Coordinate business resources
- BSBTEC404 Use digital technologies to collaborate in a work environment

Alternative electives may be chosen that meet rules regarding qualification packaging and Standards for Registered Training Organisations 2015.

Job roles

Job roles suited to candidates completing this qualification, or graduates of this qualification include:

- Project administrator
- Project coordinator
- Project officer
- Project analyst
- Project records officer
- Contracts officer
- Quality officer

Possible pathways

Students who complete this qualification may consider continuing their studies in the following courses:

- Diploma of Project Management
- Diploma of Leadership and Management