

BSB41515 - Certificate IV in Project Management Practice

Overview

The Certificate IV in Project Management Practice is designed for project team members and leaders of small projects with an interest in learning how to manage larger projects.

The Certificate IV in Project Management Practice is a nationally-recognised qualification. The Certificate IV consists of nine units of competency and is aligned with the Project Management Body of Knowledge.

This course combines best-practice project management theory with practical examples of workplace application. Transformed's team of experienced project managers and trainers have extensive on-the-job experience across a broad range of industries. They offer real-world examples to demonstrate how the practical application of theory can deliver outstanding outcomes.

Course Fees

Course price: \$3,120 for RPL.

\$3,900 for Distance/RPL blend.

Fees are GST exempt.

Funding Arrangements

This qualification is subsidised through NSW Smart & Skilled Funding. Check <http://www.transformed.com.au/training/smart-and-skilled-funding> for further information.

Learning Outcomes

After completing this course, students will be able to:

- Assist to identify project objectives, deliverables, constraints and outcomes;
- Schedule project activities, including planning and monitoring;
- Produce a project budget and monitor expenditure with others on the team;
- Contribute to quality planning including applying quality policies and procedures;
- Determine human resource requirements, skill sets and achievement levels for project activities;
- Plan project communications, facilitate information flows including reporting;
- Assist with risk management;
- Contribute to procurement and contract requirements, contractor selection and management;
- Apply project controls throughout the project lifecycle; and
- Contribute to project improvement, lessons learned and finalisation activities.

Duration

Self-paced study over a twelve (12) month period or six (6) months for Recognition of Prior Learning (RPL). Face to face option for groups of 8 over four days.

Structure

Transformed offers flexible training and assessment options which allow participants to fit in their training program around work and other commitments. Transformed offers three flexible learning pathways to enable participants to complete this qualification. They are:

1. Recognition of Prior Learning (RPL) Pathway – this pathway involves assessment only, assessing evidence of existing skills and knowledge against the competency standards.
2. Combined Coaching/RPL Pathway – this pathway provides for an up-front assessment of existing skills and knowledge, where it is anticipated that some or all competencies are likely to be achieved via the standard RPL process. An individual coaching plan is developed and a number of one-on-one coaching sessions are scheduled to help address any identified skills gaps. Participants may also need to complete additional assessment activities to supplement their coaching.
3. Distance learning / E-Learning – this pathway provides an interactive online virtual learning environment to train and support participants throughout the duration of their course. The Transformed team will keep in touch every step of the way and guide participants either through training literature, videos and trainer / assessor contact. There are online staff rooms so that learners can meet with their trainers to discuss and share work.

Please discuss course delivery options with a Transformed team member.

Face to face delivery is available within organisations for groups of eight or more.

The Certificate IV in Project Management Practice consists of nine units of competency:

- three (3) core and
- six (6) elective. Three of the six must be from Group A. The remaining electives may be from Group A or any endorsed Training Package or accredited course at Certificate IV level or higher (not including BSBPMG522 Undertake project work).

Core Units

Unit Code	Unit Name	Distance	RPL
BSBPMG409	Apply project scope management techniques	Y	Y
BSBPMG410	Apply project time management techniques	Y	Y
BSBPMG411	Apply project quality management techniques	Y	Y

Elective Units - Group A

Unit Code	Unit Name	Distance	RPL
BSBPMG412	Apply project cost management techniques	Y	Y
BSBPMG413	Apply project human resources management approaches	Y	Y
BSBPMG414	Apply project information management and communications techniques	Y	Y
BSBPMG415	Apply project risk management techniques	Y	Y
BSBPMG416	Apply project procurement procedures	Y	Y
BSBPMG417	Apply project life cycle management processes	Y	Y

Other Electives

BSBPMG418	Apply project stakeholder engagement techniques	Y	Y
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Student Profile

Certificate IV in Project Management Practice reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes. They support project operations in one or more roles and under direction may also use project tools and methodologies selectively to support organisational or business activities. They take responsibility for their own outputs in terms of organisational and project quality requirements, and may have limited responsibility for the output of others. Roles may include:

- Communications liaison
- Contracts officer
- Project administrator
- Project assistant
- Project officer
- Project support
- Small business operator
- Project coordinator
- Estimator and scheduler
- Project analyst
- Project records officer
- Project team member
- Quality officer

Prerequisites

Participants must meet the following entry requirements:

- Employment in a project role
- Good literacy and numeracy
- Access to a computer and the internet

Assessment

Students are required to undertake a number of assessment activities, including

- Assessment tasks
- Written question and answers; and
- Provision of a portfolio of evidence.

Assessment for the Certificate IV in Project Management Practice is against the project management competency standards within the Business Service Training Package. Candidates can expect to spend 40 to 50 hours on assessment tasks.

Where to Next

- BSB51415 Diploma of Project Management

Achievement of the Certificate IV in Project Management Practice may meet the requirements for recognition as a Certified Practising Project Practitioner by the Australian Institute of Project Management (AIPM).

Further Information

Please visit our website at: www.transformed.com.au

Email us at: enquiries@transformed.com.au

Or contact us on: 1300 738 720

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