BSB41515 Certificate IV in Project Management Practice

This qualification 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.

This course is ideal for Communications liaison officers, Contracts officers, Estimators and Schedulers, Project administrators, Project analysts, Project assistants, Project coordinators, Project officers, Project records officers, Project support positions, Project team members, Quality officers and Small business operators.

Entry Requirements

There are no entry requirements for this qualification, however students will require adequate Language, Literacy and Numeracy skills to be able to read and understand Plans, Procedures and similar documents, explain the meaning of the concepts contained within this level of documentation and be able to use numeracy skills to conduct mid-level calculations and work within mathematical formulae and concepts.

Duration and Study Options

Candidates undertaking this process/course will have twelve (12) months for completion using one of the following study options:

Candidates undertaking this process/course will have up to 12 months (1 year) for completion using one of the following study options – Normal completion time is within 6 months:

• Face to Face Learning allows participants to attend a five (5) day face to face training workshop covering the basic theory for the units of competency. Assessments and practical requirements are completed post workshop no later than 12 months from the first day of the workshop.

• The 1 on 1 coaching model allows participants to attend our training centre in Malaga and complete all of their learning and assessments under guidance from a resident trainer. Assessments are completed as the students undertakes coaching with practical requirements being completed no later than 12 months from commencement.

• Distance education gives participants the flexibility to complete the course at their own pace within the stipulated course timeframes without the need to attend face to face workshops. Assessments and practical requirements are to be completed no later than 12 months from commencement. This option is available via our ELearning portal or using printed workbooks and learner guides with the option of written assessment or on-line assessment.

• Recognition of Prior Learning (RPL) may be undertaken by candidates who are able to provide valid, sufficient, current and authentic evidence of competency through demonstration of the required learning and skills outcomes using our RPL portfolio of evidence workbooks.
Learning Outcomes

The Certificate IV in Project Management Practice will provide participants with the knowledge and skills to:

- Contribute to the control of a project’s scope by assisting with identifying its objectives and deliverables and assist with project scheduling activities, apply and monitor the agreed project schedule.
- Contribute to quality planning, applying quality processes and contribute to continuous improvement.
- Assist in producing a project budget, to monitor project expenditure and to contribute to cost finalisation processes.
- Assist with aspects of risk management in a project.
- Graduates may be eligible to apply for applicable membership of the Australian Institute of Project Management www.aipm.com.au


Total number of units = 9

3 core units plus

6 elective units, of which:

- at least 3 units must be from Group A below
- the remaining units may be from either Group A OR Group B or
- may be from any endorsed Training Package or accredited course at Certificate IV level or higher.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

_They must not include the choice of the unit BSBPMG522 Undertake project work._

Core units

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

Elective units

**Group A**

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
BSBPMG416  Apply project procurement procedures
BSBPMG417  Apply project life cycle management processes
BSBPMG418  Apply project stakeholder engagement techniques

**Group B**

BSBADM405  Organise meetings
BSBCUE405  Survey stakeholders to gather and record information
BSBLEG415  Apply the principles of contract law
BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
CPPDSM4047A Implement and monitor procurement process
MSAENV472B Implement and monitor environmentally sustainable work practices
PSPETHC401A Uphold and support the values and principles of public service
PSPGOV422A Apply government processes
PSPPOL404A Support policy implementation
TLIE4006A Collect, analyse and present workplace data and information

Nominal Hours: 330 hours

Fees
Recognition of Prior Learning (RPL) – $949.00 (GST Free)
ELEarning or Distance Learning $1,269.00 (GST Free) – includes resources and materials
Face to Face or 1 on 1 coaching option $1,849.00 (GST Free) – includes resources and materials

Courses are also available for delivery within the workplace or for groups – please contact us at admin@mgtdpirii.edu.au for a quotation

MGTD Pirii takes its social responsibilities seriously and will, where practicable, offer assistance and support to students wishing to undertake courses of study and/or qualifications. Where a student receives government assistance or concession MGTD Pirii will offer concessional rates – subject to documented proof of concession. We will also offer payment terms in order to assist students where practicable.