

# BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

CRICOS COURSE CODE 0101763

## COURSE OVERVIEW

Exciting and challenging projects are kicking off everyday in workplaces throughout Australia and the world. Demand for qualified project coordinators is at an all-time high, with this trend set to continue well into the future.

The Certificate IV in Project Management is designed to enhance your knowledge and give you the skills to manage projects more effectively in budget, time, quality, risk, procurement, and scope.

Individuals in these roles 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.

## JOB PROSPECTS

Contracts Officer, Project Administrator, Office Administrator,  
Sales Team Coordinator, Quality Officer, Small Business Operator

## ENTRY REQUIREMENT

- Students must be at least 18 years old.
- Completion of Year 12 or equivalent.
- Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies.
- English language requirements: IELTS 5.5 (with no individual band less than 5.0) or equivalent, or Site Institute pre-admission test level 4.

## DURATION

**40 WEEKS**

## INTAKES 2021

25 Jan, 15 Feb, 8 Mar, 19 Apr

10 May, 31 May, 12 Jul, 2 Aug

23 Aug, 4 Oct, 25 Oct, 15 Nov

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## PATHWAYS

Project Management provides career opportunities for challenging management positions across a wide range of industries including business, health, construction, engineering, defence, events management, marketing, human resources management and education.

Certificate IV in Project Management provides a foundation for higher level project management-related qualifications including the Diploma of Project Management.

## RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for each Unit of Competency, based on your relevant workplace experience, formal training, or other expertise. RPL is a process that assesses your competency—acquired through formal and informal learning—to determine if you meet the requirements for a unit of study.

You can use a variety of documentation to apply for RPL, including but not limited to records of completed training, assessment items, assessment records, declarations from your employer, and/or a copy of your student records provided by ASQA.

When applying for this course, please indicate whether you intend to apply for RPL. Please note that if RPL or course credit is granted, the course length will be reduced, and a Confirmation of Enrolment (CoE) will be issued only for the reduced duration of the course.

## UNITS OF COMPETENCY (9)

**BSBXCM401** Apply communication strategies in the workplace

**BSBPMG423** Apply project cost management techniques

**BSBPMG424** Apply project human resources management approaches

**BSBPMG422** Apply project quality management techniques

**BSBPMG426** Apply project risk management techniques

**BSBPMG420** Apply project scope management techniques

**BSBPMG421** Apply project time management techniques

**BSBCMM411** Make a presentations

**BSBOPS405** Organise business meetings

\*Information current at time of printing. Units may be subject to change.

Version 3 112020

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