



Certificate IV in Project Management Practice

BSB40920



LEARN ESSENTIAL PROJECT
MANAGEMENT SKILLS AND
CONTRIBUTE TO A SUCCESSFUL
WORKPLACE PROJECT OUTCOME



About This Course

Formal, structured project management training is an essential tool to ensure that you are able to contribute to the success of a workplace project. The Certificate IV in Project Management Practice addresses all key topics for successful project implementation such as scope and time management, cost management and resource management. Select your choice of business electives to tailor your program.

The Certificate IV in Project Management Practice is the ideal course for those without formal project management training. You will learn the jargon and techniques and be able to apply the key processes of project management needed for quality and risk management. This suits those new to project management who wish to learn this specialist field.

Subject Choices

- Define the Project Scope and Schedule
- Making and Communicating Good Business Decisions
- Mid Course Survey
- Support Project Budget and Resourcing
- Identify and Address Project Risks

Key Course Facts

Start Date:

Start immediately

Duration:

Complete within 40 weeks

Delivery Options:

On-line/Correspondence

Group Training:

Contact the College for Availability

Course Fees: **\$\$\$5,000.00** All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
\$350	\$0	\$5,000	\$5,000	\$1,000	\$5,000	\$5,000	N/A

Existing Worker Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	\$1,000	\$5,000	N/A	N/A

School Based Traineeship Fees for this Qualification:

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Subsidised Training Options for this Qualification *

ACT	NSW	NT	QLD	SA	TAS	VIC	WA
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* NSW fee listed is for the Smart and Skilled category 'no prior qualification'. A fee increases of 15-17% applies to those who have completed a qualification previously. This training is subsidised by the NSW Government.

* Jobs & Skills WA courses are subsidised by the Department of Training and Workforce Development. 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.

** Subject to eligibility and availability at the time of enrolment

Entry Requirements

Past Work Experience

For this qualification you should have completed a Certificate III or have relevant work experience.

Literacy Skills

Reading Skills

You must be able to:

Interpret and analyse complex texts relevant to workplace requirements (ie policies and procedures)

Read, analyse and evaluate information and ideas to extract meaning relevant to the topic

Use different reading strategies to draw meaning for complex texts (ie identifying, questioning, previewing)

As a guide - you should have completed Year 12 schooling, or have proven workplace reading skills.

Writing Skills

You must be able to:

Clearly communicate complex ideas and information in writing

Draft complex emails and letters to convey required information or ideas

Demonstrate knowledge of written structure and layout appropriate to the purpose

As a guide - you must have completed Year 12 schooling, or have proven workplace written communication skills.

Language Skills (Spoken English)

You must be able to:

Demonstrate flexibility in spoken language by using the appropriate structure and/or strategy

Extract the key ideas or information from spoken conversations across a range of contexts

Explain complex procedures and give clear sequenced instructions to others in familiar setting

As a basic guide - you must have sufficient English speaking skills to be able to communicate effectively and professionally with your Student Adviser over the phone.

Numeracy

You must be able to:

Interpret, comprehend and use a range of everyday mathematical information in familiar and routine contexts

As a basic guide - you must have completed Year 10 schooling, or have a working knowledge of basic mathematical functions.

Digital Literacy Skills

You must be able to:

Open and use a computer application (such as your Web Browser)

Navigate a website by following instructions and follow website "links"
Type and edit text eg for both short and long answer assessment questions
Select the appropriate answers in a multiple choice list (select the correct option(s))
Download, save, edit and upload documents or files
Write, edit, send, receive and save emails
Open and use a word processing application (such as Microsoft Word or Google Docs)
Open and use a spreadsheet program (such as Microsoft Excel or Google Sheets) depending on electives chosen

Computer and Internet Requirements

You must have:

Access to a Desktop Computer or Laptop although some course work may be completed via mobile devices.

Internet access with the latest version of Microsoft Edge, Chrome, Safari or Firefox.

Microsoft Office 2010 Word (or higher)

Subject specific Microsoft Office products for chosen electives (ie Excel or Powerpoint).

Note: We do not support other applications like Pages or Numbers.

Subject Descriptions

Core Subjects:

Define the Project Scope and Schedule

This subject has been specifically designed to lay a strong project management foundation for the Certificate IV course. Focusing on the various project management roles you may play, this subject looks at the methods, tools and current workplace practices learners need to know to be adept at successfully managing the complex scope, scheduling and communication requirements of a modern workplace project.

Unit(s):

BSBPMG420 - Apply project scope management techniques

BSBPMG421 - Apply project time management techniques

Making and Communicating Good Business Decisions

This subject focuses on the skills required to make and communicate sound business decisions. Active listening, critical and creative thinking, problem solving and using workplace data lead directly into how to best communicate results to your stakeholders.

Unit(s):

BSBCRT411 - Apply critical thinking to work practices

BSBXCM401 - Apply communication strategies in the workplace

BSBTEC404 - Use digital technologies to collaborate in a work environment

Mid Course Survey

This survey is an important opportunity for you to tell ACCM College about your learning experience so far. By formally seeking this information at the mid-point of your course, ACCM College can help shape your learning outcomes to better ensure your professional development goals are met.

Unit(s):

MID-SURVEY - Mid Course Survey

Support Project Budget and Resourcing

Successful projects demand the effective management of both human and financial resources. This critical subject will build your ability to identify, estimate and manage resource costs to ensure on-target project success. This subject will also deliver the foundations of managing teams, bridging skills gaps and assigning project workloads. Starting concepts with Earned Value Management are covered like CV and CPI, as are resource histograms and budget variances.

Unit(s):

BSBPMG423 - Apply project cost management techniques

BSBPMG424 - Apply project human resources management approaches

Identify and Address Project Risks

Delivering quality and controlling risk is a major factor in every project. This subject will show you how to set, monitor and control quality throughout the project life cycle to deliver superior results. Protecting those results will also require learning how to identify, monitor and control the many possible risks that could threaten your project goals.

Unit(s):

BSBPMG422 - Apply project quality management techniques

BSBPMG426 - Apply project risk management techniques

Service Guarantees

Quality Training Provider

ACCM has a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily. We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes! For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of applying to enrol, your personal log-on details are emailed to you. This gives you access to our on-line system Webclass. Login to Webclass and complete the administrative items. Once you have completed these items a College Student Adviser will phone you to discuss your needs, course requirements, suitability and electives. You will then have access to the first study module via WebClass.

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in a week or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

Your College Student Adviser will phone you to welcome you to the course and ensure that you understand the best way to make progress in your course. They will also assist you with any questions you may have.

They will be in regular contact with you, especially at the start of your course, to offer motivation, support and guidance.

For employment based enrolments they will also make contact with your work supervisors to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.
