

# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE BSB41515



## Overview

The Certificate IV Project Management Practice is aimed at those working in a project team or project environment. The Certificate IV provides the fundamentals of Project Management and equips participants to work effectively in the project environment as a project team member as well as the skills and knowledge required to manage small projects.

## Entry Requirements

Students are required to have access to a workplace, ideally to apply the project management principles, this may include a previous workplace, an understanding of the work environment is required. School leavers will not be enrolled into this qualification.

There are two main pathways into this qualification

### . Relevant qualification

There are a number of accepted qualifications from industry areas such as Business, Health and Safety etc. Many participants of this program are tertiary qualified professionals looking to migrate into a project role.

### . Workplace experience

Many students enter this qualification without holding an existing qualifications. As the programs are designed based upon the work environment, experience within that environment is an acceptable point of entry. In regards to the Certificate IV of Project Management Practice, this may include but not limited to experience within a project environment, or another technical field, this may be either as a team member, supervisor or leading hand.

## Time Investment

We provide students with the ability to complete the Certificate IV Project Management Practice over a one year period; however we find that the average time is between 3 to 6 months. During that time there is a large variance in the amount of time each student spends working on the qualification. The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course take approximately 500 hours of learning. However we find that due to the experience of our learners and the methods by which our programs are structured this is rarely the case.

## Benefits

Upon successful completion of 9 chosen units, participants will be awarded the Certificate IV in Project Management Practice (BSB41515). The Certificate IV in Project Management Practice is highly regarded as the industry standard in the recognition of those who have demonstrated the ability to work effectively within a project environment.

Participants will undertake learning to sharpen their skills as well as the opportunity to apply project management concepts to work-based situations. This will provide participants with the skills they need to work as effective project team members as well as the confidence to apply them in a practical setting.

## Delivery Methods

There are three delivery methods and can be blended

### . Face to face workshop

Scheduled throughout the year for the general public to attend. Customised in-house corporate courses are also available.

### . Online Studies

Students can commence at anytime and have up to 12 months to complete their assessments.

### . Recognised Prior Learning

Students can use their previous work experience and qualifications to gain the qualification.

## Student Support

All of our students are assigned to a staff member for ongoing support via phone, email or as available, face to face meetings as required. We encourage students to contact our staff to get the most out of their studies.

## Professional Recognition

All of our project management students are eligible to apply for applicable membership with the Australian Institute of Project Management.



Please contact our team for further information.



## Recommended Units

### **BSBPMG409 Apply project scope management techniques**

This unit describes the skills and knowledge required to contribute to the control of a project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced.

### **BSBPMG410 Apply project time management techniques**

This unit describes the skills and knowledge required to assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

### **BSBPMG411 Apply project quality management techniques**

This unit describes the skills and knowledge required to enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.

### **BSBPMG412 Apply project cost management techniques**

This unit describes the skills and knowledge required to assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.

### **BSBPMG413 Apply project human resources management approaches**

This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met, and resolving conflict in the team.

### **BSBPMG414 Apply project information management and communications techniques**

This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications.

### **BSBPMG415 Apply project risk management techniques**

This unit describes the skills and knowledge required to assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.

### **BSBPMG417 Apply project life cycle management processes**

This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.

### **BSBPMG418 Apply project stakeholder engagement techniques**

This unit describes the skills and knowledge required to assist in managing stakeholder relationships during a project. It involves ensuring timely and appropriate involvement of key individuals, organisations and groups throughout the project.

## Assessments

Post course assessments are required to be completed after the attendance of the face to face workshop. There is no formal exam required for this qualification. Assessments are a mixture of theory and practical based activities.

## Pathways

There are many options for our students to continue their studies and develop their skills.

- . Diploma of Project Management
- . Diploma of Leadership and Management
- . Certificate IV in Work Health and Safety

“ This course was so helpful to my projects at work. I would never hesitate to recommend this to anyone. Thanks Scope!