BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

OVERVIEW

Nationally Recognised: Yes
Number of units: 9
Qualification Code: BSB40920

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and 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.

What skills are you going to get out of this?

Communication	Problem-solving
Teamwork	Initiative and enterprise
Learning	Self-management
Technology	Planning and organising

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Entry Requirements

There are no formal entry requirements. Students should have good written and verbal communication skills. 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.

Time Investment

The amount of effort and time required for this qualification is based upon your existing skills and experience. It is suggested that the course takes approximately 600 hours of learning. However we find that due to our learner profile and the methods by which our programs are structured this is rarely the case. 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.

Delivery Methods

The Certificate IV Project Management Practice BSB40920 is delivered nationally in these three methods:

Online	Workshop	RPL
The course is available fully online and is designed to be engaging and interactive. It is self paced and you can commence and make progress at any time. Upon enrolment you will be assigned a training consultant who you can contact via phone or email to assist with your studies.

Students have **12 - 18 months** to complete this qualification dependent on their online study package chosen. | Our workshops are designed for students to gain the benefit of face to face learning without lengthy time away from their commitments.

This is a **four (4) day** workshop with up to 12 months to complete final assessments. Catering and resources will be provided, and you will receive ongoing support via phone and email outside of workshop days to assist with completion. | Already have experience in Project Management and just want to get accredited? Students may be able to use their previous or current work experience to gain this qualification.

The assigned training consultant will use a variety of techniques to assist RPL candidates to compile evidence of the performance criteria. This includes interview-style questions, case studies and emails from supervisors or external parties. |

Student Support

Regardless of the chosen study method, all of our students at Scope Training are assigned to a staff member for ongoing support via phone, email or (if available) face to face meetings as required through to completion of their qualification. We encourage students to maintain regular contact with their training consultant to get the most out of their studies.

Benefits

Upon successful completion of 9 chosen units, participants will be awarded the Certificate IV in Project Management Practice (BSB40920). 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 per key skills section) 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.

Employment opportunities

The Certificate IV in Project Management conveys to employers that the holder has practically demonstrated the skills and knowledge to work effectively as a Project Team member as well as manage small projects. Furthermore a qualification from Scope Training advocates that the learner has demonstrated the ability to apply these skills in a work context, reassuring employers of job-readiness.

Job Roles include: Project Team Member, Project Coordinator, Project Administrator, Project Manager.

Education Pathways

After successful completion of the Certificate IV in Project Management further educational pathways include *Certificate IV in Leadership and Management, Diploma of Project Management* and *Diploma of Business* as well as opening the door to many other qualifications.

Not ready to commit to a full qualification? Ask us about our short courses to help develop your Project Management skills.

Project Management Fundamentals

Time Management

Stakeholder Engagement & Management

Managing Change

- PROJECT MANAGEMENT
- WORK HEALTH & SAFETY
- PROCUREMENT & CONTRACTING
- LEADERSHP & MANAGEMENT

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Units

The Certificate IV in Project Management Practice BSB40920 requires the completion of 9 units. The following are those selected by Scope Training in consultation with industry.
Alternative units may be selected, please contact our friendly team to discuss.

CORE UNITS

BSBPMG420 Apply project scope management techniques

BSBPMG421 Apply project time management techniques

BSBPMG422 Apply project quality management techniques

ELECTIVE UNITS

BSBPMG423 Apply project cost management techniques

BSBPMG424 Apply project human resources management approaches

BSBPMG425 Apply project information management and communications techniques

BSBPMG426 Apply project risk management techniques

BSBPMG427 Apply project procurement procedures

BSBPMG429 Apply project stakeholder engagement techniques

For a breakdown on each unit focus and description, head to *training.gov.au*