BSB40920 Certificate IV in Project Management Practice

Delivered by:

Infinity Training Australia Pty Ltd

RTO National ID: 52095

BSB40920 Certificate IV in Project Management Practice

Qualification Description

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.

Overview

Certificate IV in Project Management Practice is a competency-based award at Australian Qualifications Framework (AQF) Level IV. Competencies at the Certificate IV level describe the functions of a project team member who usually works with other team members under the direction of a project manager. Nine units of competency from the National Competency Standards for Project Management are required for the qualification. These units of competency are aligned with the Project Management Body of Knowledge (PMBOK) adopted by both the Project Management Institute (USA) and the Australian Institute of Project Management.

Who Should Attend?

This course is designed for project team members, project office support staff and for those who wish to reinforce the project management skills they have acquired on the job and obtain formal recognition.

Pre-requisites

There are no formal pre-requisites for undertaking the course. However, course participants are expected to have levels of language, literacy and numeracy usually required of project team members.

Course objectives

At the end of the course participants will be able to demonstrate achievement of the required ten competencies for the award of Certificate IV in Project Management Practice.

Packaging Rules – Total number of units = 9

3 Core units, plus
6 Elective units, which must be relevant to the work environment and the qualification.

Core units

BSBPMG420 Apply project scope management techniques
BSBPMG421 Apply project time management techniques
BSBPMG422 Apply project quality management techniques

Elective units (Pick any 6)

BSBPMG423 Apply project cost management techniques
BSBPMG424 Apply project human resources management approaches
BSBPMG425 Apply project information management & communications techniques
BSBPMG426 Apply project risk management techniques
BSBPMG427 Apply project procurement procedures
BSBPMG428 Apply project life cycle management processes
BSBPMG429 Apply project stakeholder engagement techniques

Delivery Model

The course will be delivered in 2 phases as follows:

Phase 1 – Knowledge & Skill building workshops over 10 days covering all the project management units of competencies (delivered either as 1 day per week or 1 day per fortnight).

Phase 2 – 1:1 Coaching & Mentoring sessions provided over a 12-month period to assist participants complete the workplace project-based assignment to acquire the qualification.

Course Delivery & Assessment

The course is delivered in the following manner in the sequence above:

- 2-hour pre-course information and assessment session delivered about 1-2 weeks prior to the commencement of the course
- Face-to-face knowledge and skills workshops over the 10 days (knowledge & skill building),
- One to one assessment interviews will be conducted with each person at the end of the workshops (Phase 1) to plan and set up the assessment
- Ongoing 1 to 2-hour individual workplace learning and assessment mentoring sessions at the workplace until completion of course.
- Self-paced assessment – apply the skills to your work projects (with ongoing support by assessor)

Assessment Methods

Assignments, activities and projects are based on demonstration of competency in the required performance criteria for each unit. On successful completion of each unit students are awarded a Competency Achieved (CA) result. Participants will be advised of the assessment requirements at the beginning of each unit. Assessment will usually commence in the session following delivery. As this is a competency based program, assessment continues throughout the program until the participant either achieves competency in the assessment tasks or a further training need is identified and addressed. In order to achieve the qualification BSB40920 Certificate IV in Project Management Practice, participants must be Competent in all 9 units of competency.

The assessment process may include a combination of some of the below:

- Written Questions
- Observation
- Case studies
- Projects (simulation/Real Work)
- Assignments
- Presentations
- Integrated assessment of some units may occur

Recognition of Prior Learning

If you have pre-existing skills in Supervision and Project Management but no formal recognition/qualifications, contact us. We offer a service called Recognition of Prior Learning which will assist you gain formal recognition for your knowledge and skills in Supervision and Project Management, and may save you time and money.

Training Delivery, Assessment and Certification

All training is delivered and assessed by qualified and experienced trainers and assessors of Infinity Training Australia. The Award for the qualification is provided by Infinity Training Australian (RTO code: 52095).

Further Information contact:

Dr Jude Balm

Infinity Training Australia

RTO 52095

www.ita.edu.au

jude@ita.edu.au

Ph: +61 (0)407930602

The logos confirm that this qualification is owned by the Australian Government and accredited under the Australian Skills Quality Authority, the National Regulator for Australian Education and Training.