Certificate IV in Project Management Practice

BSB41515

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 elective 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

- Project Management Fundamentals
- Manage Project Resources
- Project Management Quality and Risk
- Meetings and Business Travel (E)
- Co-ordinate Customer Service (E)
- Leadership Skills (E)
- Prioritising to Achieve Team Goals (E)
- More electives available
Key Course Facts

**Start Date:**
Start immediately

**Duration:**
Complete within 12 months

**Delivery Options:**
On-line/Correspondence

**Group Training:**
Workshops available

**Course Fees:** $4,400  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:**

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**Existing Worker Traineeship Fees for this Qualification:**

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**School Based Traineeship Fees for this Qualification:**

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**Subsidised Training Options for this Qualification:**

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* NSW fees depend on previous qualification levels
** Subject to eligibility and availability at the time of enrolment
Entry Requirements

Reading and Writing Skills
The course is an online correspondence course so you need to have average English reading and writing skills, or higher. As a guide - you should have completed Year 12 schooling, or have sound workplace written communication skills.

Spoken English Skills
Some components of this course have practical components where students will be required to demonstrate verbal communication skills as part of their assessments. Average English skills are necessary to complete these components successfully.

Numeracy Skills
Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet
- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other
- Ability to study and conduct assessments in a safe environment
Subject Descriptions

Core Subjects:

Project Management Fundamentals
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):
- BSBPMG409 - Apply project scope management techniques
- BSBPMG410 - Apply project time management techniques
- BSBPMG414 - Apply project information management and communications techniques

Manage Project Resources
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.

Unit(s):
- BSBPMG412 - Apply project cost management techniques
- BSBPMG413 - Apply project human resources management approaches

Project Management Quality and Risk
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):
- BSBPMG411 - Apply project quality management techniques
- BSBPMG415 - Apply project risk management techniques

Elective Subjects: 1 elective subject is required

Meetings and Business Travel
This subject provides the skills and knowledge required to organise effective meetings including the preparation and distribution of meeting related documents such as agendas and minutes. It also covers skills and knowledge required to organise business travel, including preparing travel related documentation and making travel bookings.

Unit(s):
- BSBADM405 - Organise meetings
- BSBADM406 - Organise business travel
Co-ordinate Customer Service

Providing good service to your internal and external customers is a critical responsibility for managers. Learn how to identify the key aspects of service delivery important to your customers, and how to train staff to deliver this.

Unit(s):
- BSCBUS401 - Coordinate implementation of customer service strategies
- BSCBUS402 - Address customer needs

Leadership Skills

This subject is specifically designed to lay a strong leadership foundation for learners. Focusing on key leadership elements such as communication, organisational behaviour, being a role model, problem solving, delivering feedback and effective decision making, this subject is perfect for anyone looking to build or enhance their leadership skills.

Unit(s):
- BSBMGT401 - Show leadership in the workplace
- BSBLDR401 - Communicate effectively as a workplace leader

Prioritising to Achieve Team Goals

Achieving goals is at the heart of leadership success. You will learn how to set effective targets and priorities to maximise your productivity and results. This subject covers how to assess urgency and priorities, plan work schedules, monitor individual and team performance and set professional development goals.

Unit(s):
- BSBWOR404 - Develop work priorities
- BSBWOR403 - Manage stress in the workplace

Quality Planning

Long term success in business is a direct result of sound planning and having a quality focus. This subject teaches how to set realistic operational goals, effectively plan activities and prepare for contingencies. The concepts and methods of continuous improvement processes are also addressed throughout the subject to allow operational plans to be adapted and improved throughout their execution phase.

Unit(s):
- BSBMGT402 - Implement operational plan
- BSBMGT403 - Implement continuous improvement
Service Guarantees

Quality Training Provider
ACCM was one of the first private training Colleges to be given official RTO registration status. 21 years later we have helped over 2,000 employers and 25,000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards. We have 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.

Personal Contact for the Right Start
When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have. They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

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 being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system 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 2 weeks or less. In the meantime you can progress to your next subject.

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 be emailed a monthly progress report showing the status of all learners. We understand that its essential to keep you up to date.