

BSB41515 Certificate IV in Project Management Practice

Course Overview:

The Certificate IV in Project Management Practice will give you the knowledge and skills to effectively contribute to the management of a project, or to have responsibility for a particular aspect across the entire project lifecycle. They may use project tools and methodologies selectively to support organisational or business activities.

Relevant Job Roles:

- Communications Liaison
- Contracts Officer
- Estimator and Scheduler
- Project Administrator
- Project Analyst
- Project Assistant
- Project Coordinator
- Project Officer
- Project Records Officer
- Project Support
- Project Team Member
- Quality Officer
- Small Business Operator

Face-to-Face Schedule:

- 9 x 1 day workshop scheduled fortnightly apart.
- The face-to-face program runs over 5 months (plus term break).
- In addition, students will need to complete homework and work-based activities.
- For scheduled course dates please contact Alana Kaye on 1300 25 26 25 or email training@alanakaye.edu.au

Distance Learning:

Distance learning students can choose their electives and timeframe for completion of training. Once these have been determined students will sign a My Qualification Plan.

Entry Requirements:

There are no entry requirements for this qualification. However, it is expected that students will have appropriate language, literacy and numeracy skills to complete the training and assessment requirements. Students must be willing to undertake work based projects as part of the assessment requirements.

Recognition of Prior Learning (RPL):

You can apply for RPL if you have the knowledge and skills gained through work, formal study, volunteering, informal or formal training, social activities or general life experiences. If you feel that you may qualify for RPL, please contact our office for further information about the process to demonstrate your experience and knowledge.

Resources Required:

Students are required to have access to a computer (or use Alana Kaye's computer lab) to complete assessment tasks. Alana Kaye are conscious of the environment and where possible, provide resources and assessments in an electronic format. If possible, please bring a laptop to workshops.

Distance learning students must have access to a computer, internet and skype.

Flexible Delivery Modes:

Alana Kaye provides a number of options for flexible delivery of qualifications. These include a variety of different methods of training such as face-to-face workshops, distance learning, Recognition of Prior Learning (RPL) or mixed delivery. Selection of elective units can also be tailored to individual requirements following discussions with the Alana Kaye team.

Pathways:

Students may enter directly into the Certificate IV in Project Management Practice. Graduates may wish to progress to BSB51415 Diploma of Project Management.

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Investment:

Enrolment Fee	\$300.00
Face-to Face Delivery	\$2,700.00
Distance Learning	\$2,100.00
Recognition of Prior Learning	\$1,400.00

Students are responsible for the purchase of text book/s relevant to this qualification.

Payment plans available.

Inclusions:

- Course learning and assessment material (excluding text book/s)
- Coffee and tea
- Certification upon successful completion.

Government Funded Courses:

This course is currently subsidised by the Northern Territory Department of Trade, Business and Innovation for residents of the Northern Territory. Information on this funding can be accessed at <https://nt.gov.au/learning/adult-education-and-training/northern-territory-training-entitlement>

All students must pay the enrolment fee of \$300.00

Course Outline:

This qualification comprises of 9 units of competency (subjects).

Units of competency can either be:

- Core units – units you must complete as part of the qualification and
- Elective units –elective units are the units that you choose to be most suitable for your learning needs.

For our face-to-face workshops, we have chosen the elective units that we know are most beneficial and relevant to the majority of our students. These are the ones ticked below. If you would like to study different elective units, please contact Alana Kaye to discuss the options available for flexible delivery.

The BSB41515 Certificate IV in Project Management Practice has 3 core units plus 6 elective units of which:

- 3 elective units must be selected from the Group A units listed below
- The remaining 3 elective units may be from Group A or Group B or any endorsed Training Package or accredited course at Certificate IV level or above.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Unit Code	Core Units	Face-to-face	RPL	Distance
BSBPMG409	Apply project scope management techniques	✓	✓	✓
BSBPMG410	Apply project time management techniques	✓	✓	✓
BSBPMG411	Apply project quality management techniques	✓	✓	✓

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Unit Code	Group A Elective Units	Face-to-face	RPL	Distance
BSBPMG412	Apply project cost management techniques	✓	✓	✓
BSBPMG413	Apply project human resources management approaches	✓	✓	✓
BSBPMG414	Apply project information management and communications techniques	✓	✓	✓
BSBPMG415	Apply project risk management techniques	✓	✓	✓
BSBPMG417	Apply project life cycle management processes	✓	✓	✓
BSBPMG418	Apply project stakeholder engagement techniques	✓	✓	✓
BSBPMG416	Apply project procurement procedures		✓	✓

Unit Code	Group B Elective Units	Face-to-face	RPL	Distance
BSBADM405	Organise meetings		✓	✓
BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements		✓	✓

Enrol now

Click on the enquire now button on our website to download an enrolment form. Please contact our office for further information about this course.