

BSB40920 Certificate IV in Project Management Practice



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RTO No 40467

Course Brochure



BSB40920 Certificate IV in Project Management

Course Overview

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.

Key Outcomes

- 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.
- Assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.
- Enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.
- Assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.
- Assist with aspects of human resources management of a project including 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.
- Provide a critical link between people, ideas and information at all stages in the project life cycle including assisting the project team to plan communications, communicating information related to the project, and reviewing communications.
- 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.
- Assist with procurement for a project., involving identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

Career Opportunities

- Contracts officer
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Project records officer
- Project support
- Project team member
- Quality officer

Modes of Delivery

- Face to face in the workplace
- Correspondence in a self-paced model (using text-based resources in a self-paced model and supported by our dedicated trainers)
- Online (supported by our dedicated trainers).
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).





For detailed information on your course, fees and charges, eligibility for any Federal or State funding, relevant student policies and procedures and to view the student handbook, please visit our website at www.dynamiclearningservices.com.au or contact Dynamic Learning Services on 02 4365 0040.



There are 9 units in the BSB40920 Certificate IV in Project management Practice. These are divided into 3 core units and 6 electives units..

The units in the Dynamic Learning Services program are listed below:

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
- BSBPMG428 Apply project Life cycle management processes

Assessment

The assessment in this qualification involves a variety of workbook activities, practical tasks and project work. Participants will be supported by their trainer throughout their journey.

Entry Requirements

There are no pre-requisite entry requirements for this course of study. Students must undergo a Language, Literacy & Numeracy evaluation prior to commencement of studies.

Volume of Learning

Learners should expect a duration between 6 and 24 months to meet the requirements of BSB40920 Certificate IV in Project Management Practice, which is consistent with the AQF volume of learning indicators for a Certificate IV qualification.

Decisions about the duration of this qualification take into account the candidates' likelihood of successfully achieving the learning outcomes and ensure that the integrity of the qualification's outcomes are maintained.

Pathways

Qualifications that may be considered after successful completion include:

- BSB50820 Diploma of Project Management