



One size, doesn't fit all for workplace training & adult education.



BSB40920

Certificate IV in Project Management



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BSB40920 Certificate IV in Project Management Practice

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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.

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CAREER OPPORTUNITIES

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

QUALIFICATION PATHWAYS

- BSB50820 Diploma of Project Management

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)
- Recognition of Prior Learning (for people who have evidence to support their current competence in the relevant units of competency which comprise the qualification).

Volume of Learning

Learners should expect a duration between 6 months to 2 years 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.

indicators for a Certificate III qualification. This may vary depending upon prior experience and study.

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

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.

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.

Course Fees

Your course fee includes the delivery and assessment of your qualification, your study materials (including all resources) and on-going support from our training team.

Further detailed information on your course, fees and charges, 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 02 4365 0040.



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UNITS OF STUDY

BSB40920 Certificate IV in Project Management Practice		
Core Units		
BSBPMG420	Apply project scope management techniques	Core
BSBPMG421	Apply project time management techniques	Core
BSBPMG422	Apply project quality management techniques	Core
Elective Units		
BSBPMG423	Apply project cost management techniques	Elective
BSBPMG424	Apply project human resources management approaches	Elective
BSBPMG425	Apply project information management and communications techniques	Elective
BSBPMG426	Apply project risk management techniques	Elective
BSBPMG427	Apply project procurement procedures	Elective
BSBPMG428	Apply project Life cycle management processes	Elective

Why study with Dynamic Learning Services?

It's not just a nationally accredited qualification you will receive, it's a mindset for success and support to see you through to your qualification.

Here at Dynamic Learning Services, we are committed to excellence. High quality course content that is up to date with industry and business needs today, along with flexibility in how you study with us.

We value that there is strength in diversity. 'One size doesn't fit all'.

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