

## Certificate IV in Project Management Practice (BSB40920)

CRICOS Code: 105028D

### NATIONALLY RECOGNISED QUALIFICATIONS

Upon successful completion of the program, you will be awarded the nationally recognised qualification, a BSB40920 Certificate in Project Management Practice

### 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

**DURATION:** up to 29 weeks  
(tuition: 20 weeks; holiday: up to 9 weeks)

**ENTRY CONDITIONS:** Completion of year 12  
or equivalent.  
Aged 18 +, IELTS 5.5 or  
equivalent

**START DATE:** 1 March 2021  
5 April 2021  
24 May 2021  
28 June 2021  
16 August 2021  
20 September 2021  
8 November 2021  
13 December 2021



• *Move up in your career*



• *Want to be a leader?*



*Take the leap with ACTB!*



- Flexible study and payment options
- Affordable fees
- One on one student support
- Nationally recognised training
- Recognition of Prior Learning
- Specialise in Business, Management and Project Management

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## RECOGNITION OF PRIOR LEARNING ("RPL")



Have you worked for a number of years but do not own a nationally accredited qualification?



Would you like to progress your career or re-enter the workforce?



Would you like to change your career?



## AT ACTB WE WILL....

- ✓ Acknowledge and recognise your previous skills, knowledge and work experience
- ✓ Consider all forms of practical, non-formal or formal learning
- ✓ Provide credit for units based on your competency
- ✓ Reduce the time and / or units required to complete a qualification

## CAREER OPPORTUNITIES AND POTENTIAL ROLES

Accreditation in this qualification may enable any potential student to obtain employment in a range of roles within private corporations, government, and small to medium enterprises, including:

- Project officer
- Sales agent
- Team leader
- Legal assistant
- Payroll officer
- Analyst (contact centre)
- Medical records officer
- Small business manager
- New small business owner / operator

## COURSE STRUCTURE

Total # of units = 9 (3 core; 6 elective units)

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG429	Apply project stakeholder engagement techniques
BSBCMM411	Make presentations
BSBPEF502	Develop and use emotional intelligence
BSBPEF501	Manage personal and professional development

## FURTHER STUDY OPTIONS AT ACTB

- Diploma of Project Management
- Advanced Diploma of Program Management

Core

Elective \*

\* Electives may be changed at any stage

## YOU WILL LOVE STUDYING AT ACTB...

- One-on-one student support
- Affordable fees
- Flexible study options
- Payment plans
- Trainers with over 25 years experience



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NATIONALLY RECOGNISED  
TRAINING