
PRACTICAL PROJECT MANAGEMENT

CERTIFICATE IV IN PROJECT MANAGEMENT (BSB41507)

COURSE OVERVIEW

The Practical Project Management Workshop is designed to equip participants with the skills and knowledge necessary to successfully manage projects, or to be effective and valuable project team members. You will develop a detailed understanding of all aspects of project management and will be able to apply a range of best practice tools and techniques. This will help to ensure you deliver projects which meet scope, time, cost and quality constraints, whilst meeting or exceeding stakeholder requirements.

The skills, knowledge, tools and techniques you gain will have application across a wide range of industry sectors and will be suitable for the management of small, medium and large projects.

COURSE STRUCTURE & DURATION

This course is delivered as a 3 day Practical Project Management Workshop. The workshop will cover the 8 Units of Competence required to achieve the Certificate IV in Project Management. These are:

- BSBPMG401A Apply scope management techniques
- BSBPMG402A Apply time management techniques
- BSBPMG403A Apply cost management techniques
- BSBPMG404A Apply quality management techniques
- BSBPMG405A Apply HR management techniques
- BSBPMG406A Apply communications management techniques
- BSBPMG407A Apply risk management techniques
- BSBPMG408A Apply contract & procurement techniques

During the workshop you will utilise relevant workplace case studies (including your own workplace projects) to develop your knowledge and skills

WHO IS THIS COURSE INTENDED FOR?

This program is recommended for those people with some experience in project work, particularly those who are currently project team members or project leaders. This experience may have been gained in a variety of work environments including public sector, administration, health, information technology, construction, mining, finance, manufacturing, retail, business services, community services and other not-for-profit organisations.

ENTRY REQUIREMENTS AND PATHWAYS INTO THIS QUALIFICATION

There are no formal qualification entry requirements for this course. You should have a minimum of 6 months experience working on projects. Those with little or no project experience should complete the 2 day Introduction to Project Management Workshop in the first instance.

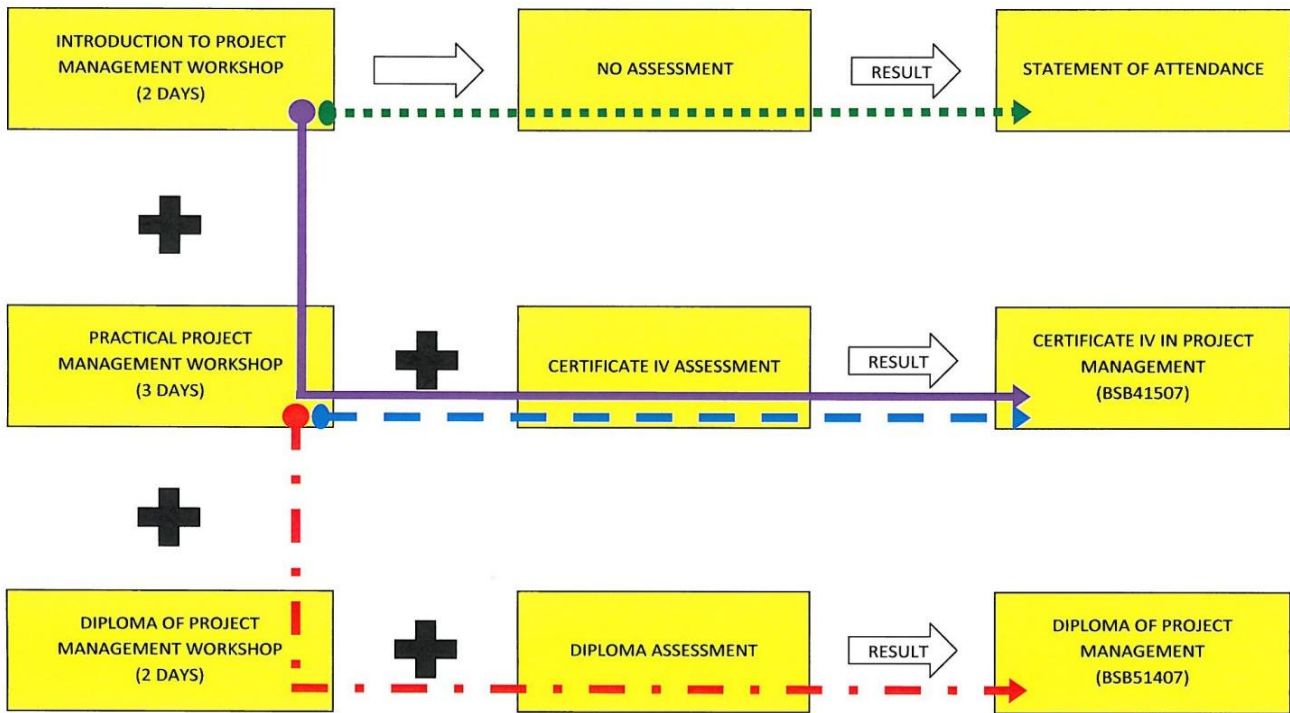
Please refer to the diagram and table on the following page to help you determine the most appropriate training pathway, and then talk to us at Project Management Training Australia about your individual needs.

PROJECT MANAGEMENT TRAINING PATHWAYS

DIPLOMA PATHWAY
 CERTIFICATE IV PATHWAY (OPTION 1)
 CERTIFICATE IV PATHWAY (OPTION 2)
 INTRODUCTION ONLY (NON ACCREDITED)



Must have minimum of 6 months experience in managing projects or 2 years experience in project participation
 Must have a minimum of 6 months experience in project participation
 Little or no experience in project participation
 Little or no experience in project participation



PROJECT MANAGEMENT TRAINING PATHWAYS

		WHAT IS YOUR CURRENT EXPERIENCE IN PROJECT PARTICIPATION OR MANAGEMENT?		
		You have little or no experience in project participation or management.	You have approximately 6 months experience in project participation.	You have 6 months experience in managing projects or 2 years experience in project participation.
WHAT DO YOU WANT TO ACHIEVE THROUGH TRAINING?	You want to develop a basic understanding of the principles of project management	You should complete the Introduction to Project Management and gain a Statement of Attendance	You should complete the Introduction to Project Management Workshop. Depending on your experience, it may be appropriate to go straight into the Practical Project Management Workshop, and complete assessment. This will give you the Certificate IV in Project Management	You are likely to already have a basic understanding of project management and should consider completing the Practical Project Management Workshop and assessment. This will give you the Certificate IV in Project Management.
	You want to develop a wide range of skills in project participation or management in order to make significant contribution to organisational projects.	You should complete the Introduction to Project Management Workshop. With further experience you should then consider going onto the Practical Project Management Workshop and complete the assessment. This will give you the Certificate IV in Project Management	You should complete the Practical Project Management Workshop and assessment. This will give you the Certificate IV in Project Management. With further experience you should then consider going onto the Diploma of Project Management Workshop and complete the assessment. This will give you the Diploma of Project Management	You should complete the Practical Project Management Workshop and assessment. This will give you the Certificate IV in Project Management. You should also consider going on to complete the Diploma of Project Management Workshop and assessment. This will give you the Diploma of Project Management
	You want to develop your knowledge and skills to a level where you can manage multiple projects of a more complex nature	You should complete the Introduction to Project Management and gain a Statement of Attendance. As you gain further experience you should consider going onto the Practical Project Management Workshop and Assessment. This will give you the Certificate IV in Project Management	You should complete the Practical Project Management Workshop and Assessment. This will give you the Certificate IV in Project Management. With further experience you should then go onto the Diploma of Project Management Workshop & complete the Assessment. This will give you the Diploma of Project Management	You should complete the Practical Project Management Workshop. You should then complete the Diploma of Project Management Workshop and Assessment. This will give you the Diploma in Project Management

QUALIFICATION REQUIREMENTS & ASSESSMENT

If you attend the 3 day Practical Project Management Workshop and successfully complete all assessment tasks you will be awarded the Certificate IV in Project Management (BSB 41507) under the Australian Qualifications Framework.

Assessment consists of the following elements:

- Underpinning knowledge questions & answers – completion of which will demonstrate your understanding of the principles and practices of Project Management. **Plus,**
- Third party workplace reports of on-the-job performance – completion of which will demonstrate your contribution to project management in the workplace and the practical application of appropriate skills and knowledge. **Plus,**
- Gathering a portfolio of workplace evidence – completion of which will demonstrate your practical application of skills and knowledge in the workplace. Evidence may include copies of Project Charters, Plans, Progress Reports and Reviews.

PATHWAYS FROM THIS QUALIFICATION

When you have completed the 3 day Practical Project Management Workshop you can attend an additional 2 day Diploma of Project Management Workshop, and on successful completion of the Diploma Assessment, be awarded the Diploma of Project Management (BSB51407).

COURSE COST & RESOURCES

The Course Fees are \$1,200 (GST Free). This investment includes;

- Comprehensive course notes (based on the Project Management Body of Knowledge - PMBoK Guide 4th Ed).
- Assessment support for up to 9 months (email and telephone).
- Marking of Assessments and issue of Qualifications up to 9 months after completion of the Project Management Workshop. (Assessment and issue of Qualifications after this time will be subject to an additional fee of \$200 (GST Free).
- Catering during the 3 day Practical Project Management Workshop including morning/afternoon tea and lunch.
- Provision of customisable project management tools and templates (via CD or email).

ADDITIONAL COURSE MATERIAL AND SUPPORT

Project Management Training Australia aims to provide an environment and training experience which maximises your opportunity to successfully complete your training and assessment. You are encouraged to discuss any special requirements you may have with our qualified training staff.

Additional handouts and reading material will be provided, as will details of relevant websites associated with Project Management.

You will be required to access a copy of the Guide to the Project Management Body of Knowledge (4th Edition). Project Management Training Australia can provide this text for \$110 (GST inclusive) or can advise participants on where to purchase.

TRAINING FACILITIES

Project Management Training Australia utilises only first class training facilities. Training venues are centrally located and easily accessed by public transport and all training venues have disability access.

RECOGNITION OF PRIOR LEARNING (RPL)

If you believe you have gained appropriate levels of competence through study and substantial work experience on projects, you may be eligible to have your competencies recognised towards this qualification. Please contact Project Management Training Australia for information on the RPL process and associated fees.

STUDENT HANDBOOK

A Student Handbook is available from Project Management Training Australia. This Handbook contains information which you should familiarise yourself with. One can be emailed to you on request.

CONTACT PROJECT MANAGEMENT TRAINING AUSTRALIA PTY LTD

If you would like to discuss your Project Management training needs, or have any questions about the courses on offer through Project Management Training Australia, please contact us Toll Free on 1800 851 371 or via email at contact@mercurytraining.com.au

ENROLMENT

You can download an Enrolment form from our website www.projectmanagementtrainingaustralia.com.au or request one via email at contact@mercurytraining.com.au

CUSTOMISED IN-HOUSE TRAINING

All Project Management Training Australia courses can be tailored to the individual needs of organisations and companies. Talk to us about customising a program for your staff.



SYDNEY | MELBOURNE | BRISBANE | CANBERRA | PERTH | ADELAIDE

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