



BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE **CRICOS COURSE CODE: 103919G**

BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

Located in Sydney's CBD, the Australasia International School has training rooms with highly skilled trainers to facilitate this course so that students can learn, be confident and be ready for industry upon successful completion.

COURSE OUTCOMES

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.

LICENCING REQUIREMENT

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

CAREER OPPERTUNITIES

Graduates will be able to obtain a range of employment opportunities who apply specialised knowledge and skills, together with experience in project management practice across a range of enterprise and industry contexts. Job titles for these roles may include contracts officers, project administrators, quality officers and small business operators.

THIRD PARTIES

Australasia International School has a range of agreements with Third Party Organisations providing recruitment services.

ENTRY REQUIREMENT – TRAINING PACKAGE

The Training Package itself does not identify entry requirements

ENTRY REQUIREMENT – RTO SPECIFIC

Domestic Students must:

1. be a minimum of 18 years of age
2. have completed Year 12 or equivalent and,
3. successfully completed the AIS pre-course review.

International Students must:

1. be a minimum of 18 years of age,
2. have completed Year 12 or equivalent,
3. Complete the AIS Pre-enrolment suitability form to determine suitability for the course and student needs,
4. Have an IELTS* score of 5.5 or equivalent (test results must be no more than 2 years old).

*Note that other English language tests such as PTE and TOEFL can be accepted. Students are required to provide their results so that it can be confirmed they are equivalent to IELTS 5.5.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

Students may apply for recognition of existing qualifications or skills, knowledge, and experience by either Credit Transfer (CT) or Recognition of Prior Learning (RPL). The granting of course credit may affect course fees as well as the duration of the course.

This process is outlined in Australasia International School Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

AWARD QUALIFICATION AND OUTCOME

On successful completion of this course students will be awarded a nationally recognised qualification: BSB40920 Certificate IV in Project Management.

COURSE CONTENT

The BSB40920 Certificate IV in Project Management requires the completion of 9 units of competency including 3 core units and 6 electives.

UNITS OF COMPETENCY

**The list below of electives are sample only*

National code	Title	Core / Elective
BSBPMG421	Apply project time management techniques	Core
BSBPMG422	Apply project quality management techniques	Core
BSBPMG420	Apply project scope management techniques	Core
BSBPMG423	Apply project cost management techniques	Elective
BSBPMG424	Apply project human resources management approaches	Elective
BSBPMG429	Apply project stakeholder engagement techniques	Elective
BSBOPS405	Organise business meetings	Elective
BSBPMG426	Apply project risk management techniques	Elective
BSBLDR414	Lead team effectiveness	Elective

DELIVERY MODE AND DURATION

Course duration	52 weeks over four (4) Terms
Term	40 weeks of training and assessment spread over 4 terms of 10 weeks each and 12 weeks of holidays.
Weekly Hours	20 hours per week during the term
Delivery mode	Classroom , 2 days per week, 8 hours with breaks Supervised study session : ½ day per week, 4 hours with breaks Self-paced learning (homework) is 5 hours per week

ENROLMENT DATES

2022	17-Jan-22	11-Apr-22	04-Jul-22	26-Sep-22
2023	16-Jan-23	10-Apr-23	03-Jul-23	25-Sep-23

MID-TERM ENROLMENT DATES

2022	28-Feb-22	23-May-22	15-Aug-22	07-Nov-22
2023	27-Feb-23	22-May-23	14-Aug-23	06-Nov-23

TRAINING DELIVERY LOCATION

Training for this course is delivered at a modern multi classroom campus situated on Level 4 - 127 Liverpool Street Sydney CBD NSW 2000 within a five-minute walk from Town Hall Station.

HOW CAN I ENROL IN THE COURSE?

You can call us, visit our office, engage an education agent or visit our website on the 'Apply Now' page which will have:

1. Enrolment form;
2. International Student Handbook;
3. Pre-enrolment information;
4. Fee management policy;
5. Privacy notice;
6. USI procedure

Policies and Procedures

1. Pre-Course Enrolment
2. Complaints and Appeals Policy
3. Attendance Policy
4. Assessment Policy
5. Fee Management Policy

Note: this Brochure should be read in conjunction with the Course Flyer and Australasia International School website: <https://www.aischool.edu.au/>