

BSB40920 Certificate IV in Project Management Practice

This qualification is suitable for individuals who apply project management skills and knowledge either as part of a large project team, or personally in support of their primary roles. Job titles for these roles may include contracts officers, project administrators, quality officers and small business operators.

Individuals in these roles 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.

The course covers 9 units of competency of the Certificate IV in Project Management Practice which are delivered individually.

The competency units in BSB40920:

The MTS Certificate in Project Management Practice is made up of the following 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
- BSBPMG425 Apply project information management and communications techniques
- BSBPMG426 Apply project risk management techniques;
- BSBPMG427 Apply project procurement procedures; and
- BSBLEG522 Apply legal principles in contract law matters.

Further information on these units of competency is available at:
https://training.gov.au/TrainingComponentFiles/BSB/BSB40920_R1.pdf

Entry Requirements including Language, Literacy and Numeracy (LLN)

It is a requirement that learners wishing to enrol onto the BSB40920 Certificate IV in Project Management Practice must satisfy the MTS entry requirements, as follows:

- Prior completion of a Certificate IV level qualification or higher in English (copy of certificate to be provided with enrolment form) and
- Are working in Teams within business units with established business plans, policies and processes.
- Have exposure to project management in their current roles
- Have at least 1 year's work experience in a corporate or government environment
- Have met the minimum standards for performance in their current roles.

If a learner has not completed at minimum, a Cert IV level qualification in the past, MTS will need to request the learner to complete an on-line LLN assessment prior to accepting an enrolment. This is required because MTS cannot assume a learner's LLN level.

For information, the LLN level is a reference number given to a performance level ranging from 1 (lowest performance level) to 5 (highest performance level). This level can be used to describe an individual's LLN skill and/or to describe the LLN skills required by the Training Package for the Certificate IV course or workplace.

The LLN levels required for the PSP40920 Certificate IV in Project Management Practice course are:

Reading – Level 4 – Learner interprets and critically analyses complex texts and applies appropriate strategies to construct meaning from the complex texts.

Writing – Level 4 – Learner communicates complex relationships between ideas and information, matching style of writing to purpose and audience and displays knowledge of structure and layout employing broad vocabulary, grammatical structure and conventions appropriate to text.

Oral Communication – Level 4 – Learner demonstrates flexibility in spoken texts by choosing appropriate structures and strategies in a range of contexts and applies appropriate strategies to extract main ideas from oral texts across a range of contexts.

Numeracy – Level 4 – Learner extracts and evaluates the mathematical information embedded in a range of tasks and texts; selects from, and applies, an expanded range of mathematical and problem solving strategies in a range of contexts and uses a range of informal and formal oral and written mathematical language and symbols to communicate mathematically.

For further information on LLN information, please contact the MTS office on 02 9907 2375 or via email to office@majortraining.com.au.

Course Overview:

Major Training Services (MTS) delivers this course in two blocks of four consecutive days of face to face or live Zoom training.

Duration: 20 weeks

Students are expected and will be required to perform Self-directed (un-supervised) activities including research, revision, reflection and completion of assignments out of class time.

Course Outline:

The first four days will be dedicated to providing high level delivery of the key techniques in project scope as well as project time, HR and communication management. A simulated project management exercise is introduced with candidates working on this during the first four day block. The emphasis is on working as a project team.

During the second four day block the content focuses on the critical issues of cost, quality, risk, contract and procurement procedures. The candidates continue working as a project team on the project activities.

Assessment requirements:

In addition to the group activities completed in class, further assessment will comprise the individual completion of assessment tasks for each unit of competency and one project to be completed in own time.

NOTE: participation in small group activities is part of the course assessment, so there is a need for active involvement and for recording answers in the Activity Book as tasks progress. For Zoom sessions, Zoom break out rooms will be used to enable group activities to be completed.

Course Material will comprise:

- a Participant Manual per unit
- an in-class Activity book per unit
- an Individual Assessment Book per unit
- Sample contract handout
- Slide handouts
- Project

Student Zoom delivery resource requirements:

Should the course be delivered via Zoom, students will need access to the following equipment:

- Reliable internet connection
- Computer (either laptop or PC)



- Computer camera
- Microphone
- Access to a second computer screen (if possible)
- Students will be asked to show their ID on the first day of training via the computer camera, in order for the MTS administrator to record individual attendance.

Course Dates: As per contractual arrangement with Government Agency/Organisation.

Enrolment: All relevant documentation and information will be sent to participants prior to the commencement of the course.