

**BSB40920  
CERTIFICATE IV**

# *in Project Management Practice*

Prepare for your next role as a project administrator or coordinator in any industry.

In this course you'll learn project planning techniques, communication and relationship management skills, as well as key time management and prioritisation strategies.

You'll develop your ability to utilise project tools and methodologies selectively, and to successfully support the activities of any organisation - making yourself a valuable asset.



## *Learning Outcomes*


Through this course, you will gain fundamental skills and knowledge to:

- Work autonomously
- Plan projects effectively
- Manage your time and meet deadlines
- Communicate successfully with others
- Implement project tools and systems

## *Career Opportunities*

Upon graduation, your newly acquired skillset means you could develop your career as a/an:

- Project Administrator / Coordinator
- Project Officer
- Project Analyst
- Project Records Officer



# Why choose ELC Career College?

As one of Australia's most established colleges, we know how to cater for all your needs.

- Over 35 years' experience teaching and supporting students, so you can feel confident you will be in good hands
- Ideal city centre location
- Large college premises with modern learning facilities and comfortable break out areas for eating, relaxing, socialising as well as quiet study
- Trainers highly experienced both in their area of expertise and teaching
- Courses custom-designed to focus on real-world career skills
- Unique methodology to keep you engaged and motivated
- Course package options for long-term study pathways
- Payment plans available to manage your budget
- Timetable options to suit your lifestyle



## The experts in international education

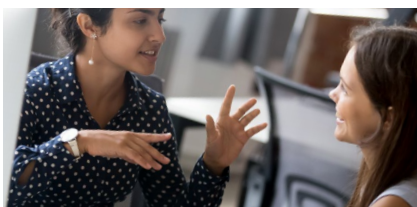
ELC Career College has earned a reputation for delivering quality tuition in English and vocational education for international students. We have strategies in place to make it easy for you to achieve your further study goals, including:

- Course units carefully selected for a global audience
- Extra support and practical tasks to help you understand your lessons
- Trainers specialised in teaching non-native English speakers

## Focus on 21st Century skills



All our courses are founded on the blend of 3 essential features



### Workplace Communications

The verbal and written communication skills needed to do your job effectively, create a positive impression and make an impact.



### Business Competence

The knowledge required to engage in, lead and manage the operations of a business.



### Transferable Skills

Skills highly valued by employers that will give you an edge in whatever job you do.

## Course Units

### Module A - Project planning

Unit Name	Unit Description
BSBPMG420 <b>Apply project scope management techniques</b>	This unit will equip you with the skills and knowledge required to assist with identifying project objectives, deliverables, constraints, assumptions and outcomes. You'll learn to apply controls for the project scope and review the suitability of the controls used.
BSBPMG423 <b>Apply project cost management techniques</b>	Learn to produce a project budget, monitor expenditure and contribute to cost finalisation processes. This unit will give you the skills and knowledge required to develop a budget by identifying objectives, deliverables, requirements, cost estimates and strategies for managing expenses.
BSBCRT411 <b>Apply critical thinking to work practices</b>	Develop essential high-level critical thinking skills for the workplace. These are highly valued by employers in anyone involved in reviewing, finding creative solutions to issues and developing work processes, products or services.

### Module B - Project communication





Unit Name	Unit Description
BSBLDR413 <b>Lead effective workplace relationships</b>	Learn to motivate and mentor staff and act as the bridge between management and your team. You will develop your skills in facilitating collaboration, managing conflict and relationships and communicating effectively to a range of audiences.
BSBPMG422 <b>Apply project quality management techniques</b>	This unit will equip you with the skills and knowledge required to enhance project outcomes through quality planning, applying policies and procedures for quality control, and contributing to the review and continuous improvement of projects.
BSBPMG429 <b>Apply project stakeholder engagement techniques</b>	Learn what is required to manage stakeholder relationships during a project, ensuring timely and appropriate involvement of key individuals, organisations and groups. Build your skills in identifying and addressing stakeholder interests and maintaining relationships through effective communication strategies.

### Module C - Project management

Unit Name	Unit Description
BSBPMG421 <b>Apply project time management techniques</b>	You will learn the skills and knowledge required to schedule project activities, apply and monitor the project schedule and evaluate the effectiveness of time management. At the completion of this unit, you'll be able to effectively assist in developing a project schedule, by considering task breakdown and staff allocation, resource requirements, costs, risks and more.
BSBPMG426 <b>Apply project risk management techniques</b>	This unit will teach you what is required to assist in the risk management aspects of a project, including planning for, controlling and reviewing risks. You'll learn to assist with risk analysis and planning, executing risk-control activities, developing contingency plans and assessing the outcomes of the techniques used.
BSBPMG424 <b>Apply project human resources management approaches</b>	Learn various aspects of human resource management, including establishing requirements and assigning responsibilities, identifying and facilitating the learning and development needs of others, as well as maintaining relationships and resolving conflict in your project team.



## Delivery Mode

 <b>Lecture</b>	 <b>Tutorial</b> <i>(Supported learning)</i>	 <b>Workshop</b> <i>(Supported learning)</i>	 <b>Self-paced</b> <b>online learning</b>
<b>5hrs/w</b> Live lectures delivered by trainers with real life experience	<b>1hr45/w</b> Small classes focused on developing and practising key capabilities required for assessment	<b>6hr45/w</b> Collaborative tasks aimed at applying skills and knowledge in simulated workplace conditions	<b>6hr30/w</b> Structured activities available from our e-learning platform, designed to reinforce skills acquisition
On campus			Online

## Timetable

Time	Monday	Thursday
2:45pm - 4:30pm	Tutorial	Workshop
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Workshop

NB: Timetables are subject to change.

## Resources

Our resources are carefully developed to meet the needs of international students: they include extra support and practical tasks to help you understand the content clearly. All course materials and workbooks are available to download for free from your e-learning platform.

## Assessment

You will be assessed through a combination of assessment types such as written assignments, case studies, reports, group tasks, portfolios and presentations. You must successfully pass all units to complete the qualification.

## Program Dates

This qualification is delivered over **3 terms** of **9 weeks**.

Your exact enrolment and break lengths depend on your start date, as detailed below:

	COURSE START DATE	COURSE END DATE	STUDY WEEKS	SCHEDULED BREAKS	TOTAL ENROLMENT LENGTH	
CHOOSE BETWEEN 8 INTAKES IN 2024	<b>January</b>	29 Jan 2024	13 Sept 2024	27 weeks	6 weeks	33 weeks
	<i>*February</i>	26 Feb 2024	1 Nov 2024	27 weeks	9 weeks	36 weeks
	<b>April</b>	22 Apr 2024	6 Dec 2024	27 weeks	6 weeks	33 weeks
	<i>*May</i>	20 May 2024	21 Feb 2025	27 weeks	13 weeks	40 weeks
	<b>July</b>	15 July 2024	28 Mar 2025	27 weeks	10 weeks	37 weeks
	<i>*August</i>	12 Aug 2024	16 May 2025	27 weeks	13 weeks	40 weeks
	<b>October</b>	8 Oct 2024	20 June 2025	27 weeks	10 weeks	37 weeks
	<i>*November</i>	4 Nov 2024	8 Aug 2025	27 weeks	13 weeks	40 weeks

\*The February, May, August and November intakes are mid-term intakes, with a mid-term course end date.

## Entry Requirements

**Age** | Be aged 18 years or over

**Academic** | Successful completion of Australian Year 12 or international equivalent

**English Level** | IELTS proficiency level of 5.5 or above or equivalent

Note that students are expected to bring their own laptop or tablet for home and classroom use

## Package Options

Most of our students choose to enrol into 2 or more courses, packaged up in 1 student visa:



### Need English?

Study at our English school, English Language Company



### Aiming higher?

This course is the ideal foundation for the Diploma of Project Management



### Want to mix and match?

You can combine this course with other qualifications in Business or Leadership and Management



## Get social with us



@elccareercollege

## Interested?

To enrol, ask us questions or learn more about our wide range of programs, multiple package options, unique methodology, trainers' experience, welcoming premises, modern facilities or latest promotions, head to our website: [www.elc.edu.au/vocational/](http://www.elc.edu.au/vocational/)

**Already in Sydney?** Come in for a campus tour with one of our friendly course advisors: we are ideally located in the heart of Sydney, across the road from Town Hall station!



BSB40920 Certificate IV in Project Management Practice (AQF – Level 4) is a nationally recognised qualification under the Australian Qualifications Framework (AQF).

CRICOS course code: 103913B

ELC Career College Pty Ltd

RTO: 91721

CRICOS Provider: 00051M

ABN: 34 051 281 380



495 Kent St Sydney NSW 2000 Australia  
info@elc.edu.au  
+61 2 9267 5688