

AOT Course Guide

BSB41507 Certificate IV in Project Management

Accredited Online Training Pty Ltd

> ABN 84 105 938 476 > RTO #131102
> 283-289 Draper St > PO Box 7575 Cairns QLD 4870
> **p** 1300 72 66 34 > **int** +61 7 4041 3198 > **f** 07 4041 7794
> **e** info@aot.edu.au > www.aot.edu.au

Certificate IV in Project Management

The Certificate IV in Project Management reflects the cross-industry application of the work functions normally undertaken by a project team, spanning all phases of a project from concept through to close-out. You will gain valuable skills, including setting timelines and targets, project costing, budget management, quality control, communicating with key stakeholders as well as recruiting and leading personnel to work on the project.

WHAT WILL YOU ACHIEVE FROM THIS COURSE?

The course provides students with a working knowledge of project management principles and processes as well as the application of tools, techniques

and methods crucial to a successful project. When you have completed this course, you will be able to:

- Apply scope management techniques
- Apply time management techniques
- Apply cost management techniques
- Apply quality management techniques
- Apply human resource management approaches
- Apply communications management techniques
- Apply risk management techniques
- Apply contract and procurement techniques

This course is a nationally recognised qualification, which leads to the Diploma of Project Management.



HOW LONG DOES THE COURSE TAKE?

You, the student, are completely in control of your own learning schedule. Learning online allows you the freedom to study at home, during your lunch break or from anywhere in the world.

Total nominal hours: 300 hrs

Full time load: 12hrs/wk

Full-time duration: 25 weeks

Maximum 12 months access to online course. (Approx. 10-20 hours to complete each unit).

DELIVERY MODE

Online

HOW TO GAIN YOUR QUALIFICATION FASTER & TRANSFER TO UNIVERSITY!

- Fast Track
- RPL (Recognition of prior learning)

ENTRY REQUIREMENTS

- Sufficient literacy and numeracy skills to complete the course
- Access to an internet connection and computer

Certificate IV in Project Management

COURSE STRUCTURE

You are required to complete 8 units of study for the Certificate IV in Project Management:

Unit Code	Unit Name	Description
BSBPMG401A	Apply project scope management techniques	This unit describes the performance outcomes, skills and knowledge required to contribute to the control of a project's scope by assisting with the identification of objectives, deliverables, constraints, assumptions and outcomes; and by applying controls once the project has commenced. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBPMG402A	Apply time management techniques	This unit describes the performance outcomes, skills and knowledge required to assist with project scheduling activities, the application and monitoring of the agreed schedule and evaluation of time management effectiveness for the project. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBPMG403A	Apply cost management techniques	This unit describes the performance outcomes, skills and knowledge required to work with others to produce a project budget, to monitor project expenditure and to contribute to cost finalisation processes. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBPMG404A	Apply quality management techniques	This unit describes the performance outcomes, skills and knowledge required to enhance project outcomes through contributing to quality planning, applying quality policies and procedures and contributing to continuous improvement within projects. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBPMG405A	Apply human resources management approaches	This unit describes the performance outcomes, skills and knowledge required to assist with aspects of human resources management of a project. This involves establishing human resource requirements, identifying the learning and development needs of people working on the project, facilitating these needs being met and resolving conflict within the team. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBPMG406A	Apply communications management techniques	This unit describes the performance outcomes, skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project lifecycle. It covers assisting the project team to plan communications, communicating information related to the project and reviewing communications. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBPMG407A	Apply risk management techniques	This unit describes the performance outcomes, skills and knowledge required to assist with aspects of risk management within a project. It specifically involves assisting the project team to plan for, control and review risks associated with the project. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.
BSBPMG408A	Apply contract and procurement procedures	This unit describes the performance outcomes, skills and knowledge required to assist with contracting and procurement for a project. It covers identifying procurement and contract requirements, assisting with contractor selection, conducting contracting and procurement activities and assisting with finalisation of activities for the project. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Certificate IV in Project Management

EMPLOYABILITY SKILLS

Industry/enterprise requirements for this qualification include:

- **Communication**
 - assisting the project team to plan communications, facilitate information flow and review communications
 - communicating verbally with external parties/clients; participating in meetings, questioning and discussions, and making presentations
- **Teamwork**
 - working with external parties/clients and the project team manager

- **Problem Solving**
 - recommending ways to eliminate causes of unsatisfactory performance of products and processes
 - resolving and preventing conflict within the team
- **Initiative and Enterprise**
 - generating a range of responses to new and emerging situations
 - translating ideas into actions and measurable outcomes
- **Planning and organising**
 - planning work and project tasks for self and others
 - tracking actual effort against the project plan

Self management

- undertaking the work in accordance with an agreed management plan and within delegated authority

Learning

- identifying the learning and development needs of people working on the project and facilitating those needs being met

Technology

- using word processing packages to produce written plans, scope definitions, reports of project activities and communications with stakeholders

COURSE COSTS

Option 1 – Pay Upfront

When you choose to pay upfront for the Certificate IV in Project Management, you will receive a 10% discount off the total cost of the course.

Course Cost	Pay Now	Save
\$2880	\$2592	\$288

Option 2 – Monthly Payment

Choose this flexible option and you can start achieving today with a low deposit and an affordable interest- free monthly payment plan.

Low Deposit	11 Monthly Payments
\$460	\$220