


STUDY PROJECT MANAGEMENT ONLINE

Learn the skills to contribute to the
successful planning of a project

BSB40920
Certificate IV in Project Management Practice

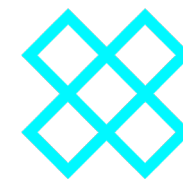


Study for your future

We are one of Australia's most progressive Registered Training Organisations with the backing of Australia's highest-rated regional online university.

We have grown to become a true leader in the field of distance and online education over more than 30 years of operation, with a genuine commitment to applied learning.

We maintain close links with peak bodies, industry associations and employers to ensure that our training is job relevant and aligns with emerging skills requirements.



**Australian
Institute
of Project
Management**
Endorsed
Course

une
partnerships

Contemporary, innovative and flexible; UNE Partnerships is here to help you and your organisation to develop the capabilities required by a rapidly evolving global workplace!

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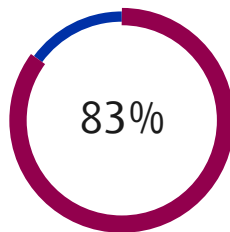
Industry insights

Career outcomes

“The future Project Manager will be increasingly strategic and connected. This requires individuals to develop their skills in areas outside traditional project management practices, such as change management. Additionally they will need to be a very effective communicator who understands the dynamic link between the business strategy and the projects they are responsible for delivering.”

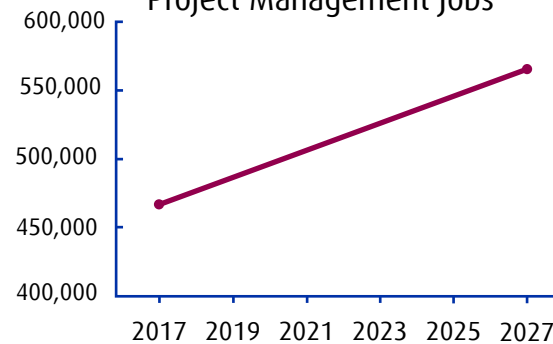
AIPM, IPMA and KPMG¹

IMPROVED work status²



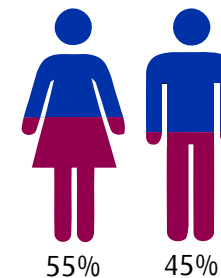
EMPLOYMENT GROWTH

Project Management Jobs³



EMPLOYEES

in workforce⁴



SALARY

Most common on Seek⁵



Industry relevant course material delivered by industry experts

We offer personalised service and quality teaching, with the backing of Australia's leading regional online university, the University of New England. Our courses and qualifications will help you to gain a competitive industry edge to take on new challenges and to grow and succeed within your workplace.

¹ <https://www.aipm.com.au/resources/reports/future-of-project-management>

² <https://www.myskills.gov.au/courses/details?Code=BSB51415>

³ <https://www.pmi.org/-/media/pmi/documents/public/pdf/learning/job-growth-report.pdf>

⁴ <https://joboutlook.gov.au/occupations/contract-program-and-project-administrators?occupationCode=5111>

⁵ <https://www.seek.com.au/career-advice/role/project-manager>



Recognised by industry

AIPM endorsed course

The Certificate IV in Project Management Practice is endorsed by the Australian Institute of Project Management (AIPM) meeting industry guidelines for professionals in training and education and demonstrating its commitment to professional development and elevation of industry practices.



Successful attainment of the Certificate IV in Project Management Practice will allow for application to Australian Institute of Project Management (AIPM)^ to be recognised as a Certified Practising Project Practitioner (CPPP). Note: Membership fees apply.

AIPM qualification benefits

- Assurance of course alignment with industry standards and best practices
- Course quality in terms of content and delivery
- Opportunity to join Australia's leading Project Management body.

^Pathways are subject to acceptance/approval and fees apply.

Why study with us?

Our students and graduates benefit from 30+ years of experience delivering high quality distance and online vocational education.

Our trainers and assessors are highly respected within their profession, bringing genuine industry experience and expertise to your learning.

It's no wonder our graduates have enjoyed some of the highest satisfaction and completion rates in the country!

Guided support

Here at UNE Partnerships you will receive the support you need to help balance your work, life and study.



Our student support team

are passionate about your success and provide personal assistance and regular support calls



Our trainers and assessors

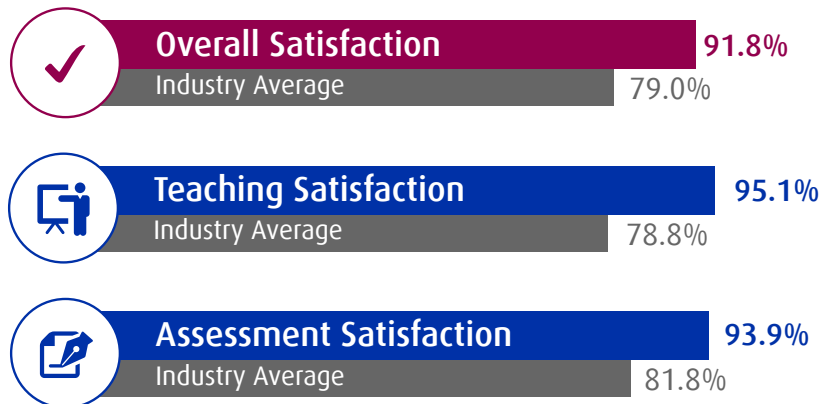
will become your mentor, guiding you through your learning and assessment journey



Our partnerships

mean that you can access 24/7 online tutorial support through Studiosity.

Graduate satisfaction*



* Based on 2019 Learner Engagement Survey data (UNEP) and 2019 National Student Outcome Survey data (NCVER) for Diploma or higher level graduates.

Meet the team

Our team are Subject Matter Experts within their field with extensive industry experience and continuing professional development.



Motivation



Study targets



Course direction



Mentoring



Anthony Coghlan

Academic Director

Project Management

Anthony has extensive experience as a Project Manager and Consultant in Defence and Information, Communications and Technology.

Anthony is a Certified Practicing Project Director (CPPD) and assessor with the Australian Institute of Project Management (AIPM).

Anthony is passionate about all facets of Training and Development and working with people.



Manmeet Kaur

Trainer and Assessor

Project Management

Manmeet has over 30 years' experience in leading and managing strategic and transformation programs and projects in a range of industries including Transport, ICT, Financial Services and Education.

Manmeet is passionate about sharing her knowledge and skills to empower others to develop their project and leadership capabilities.



Peter Roper

Student Engagement

Project Management

Peter has been supporting students through their studies with UNE Partnerships for more than 5 years.

Peter believes that the purpose of study isn't to change who you are but to equip students with the knowledge and skills to reach their full potential.



BSB41515
**Certificate IV in
Project Management Practice**



Course information

Learn the tools and methodologies to support effective project management operations within your organisation with our contemporary Certificate IV in Project Management Practice.

This qualification provides the essential skills to contribute to the successful planning of projects and coordinate their many elements in line with the wider needs and objectives of the group within which they run.

It is suitable for project team members involved in developing and achieving objectives including those who help prepare reports or generate special reports for the project manager and those with responsibility for monitoring and controlling individual parts of a larger project.



Admission Guidelines

There are no entry requirements for these qualifications.

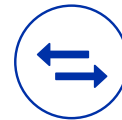
We recommend that you have:

- Experience supervising staff or coordinating business activities.
- Good written and verbal communication skills.
- Previously completed Year 11 or a Certificate III level qualification.
- Appropriate technology to study online and the motivation to learn independently.



Duration

- 12 hours per week over a study period up to 15 months



Suitable for

- Individual Students
- Corporate Groups
- Trainees



Delivery mode

- Online learning
- Customised in-house training for groups, corporations and organisations.

Student testimonials

““

I found the course to be well managed, interesting. Lecturer was always involved and made you feel valued.



- Anne-Marie

““

*Very good online learning and the people is very friendly and helpful.I will do this again some time in the future.
It is also very easy to see your progress that you have made and that alone is giving you the hope to push forward and get it done.*



- Marius Brits

““

*The modules was easy to follow.
The team is very flexible and understands that all students are not the same in terms of their circumstances.*



- Precilito Duenas

Graduate outcomes

On successful completion of this qualification, you will have the skills and knowledge to:

- interpret project plans to meet delivery requirements of project
- coordinate the activities laid out in project management plan and support project managers at all levels
- use mechanisms linked with the project plan for the day-to-day control and monitoring of projects to meet objectives
- provide quality deliverables and meet reporting requirements.

Australian Institute of Project Management (AIPM)

- The Certificate IV in Project Management Practice is endorsed by the AIPM
- Successful attainment of the Certificate IV in Project Management Practice will allow for application to Australian Institute of Project Management (AIPM)^ to be recognised as a Certified Practicing Project Practitioner (CPPP). Note: Membership fees apply.

Project Management Institute (PMI®)

- Certified Project Management Professionals (PMP®) with the Project Management Institute (PMI®), may be eligible to apply for Professional Development Units on completion of the Advanced Diploma of Program Management.^

^Pathways are subject to acceptance/approval and fees apply.

Pathways

Successful attainment of the Certificate IV in Project Management Practice will allow for credit in AQF qualifications (including the [BSB50820 Diploma of Project Management](#) and the [BSB60720 Advanced Diploma of Program Management](#)) in accordance with relevant training package rules and recognition requirements.

Learning outcomes

9 units of competency must be successfully completed to attain this qualification.

BSBPMG420

Apply project scope management techniques

This unit describes the skills and knowledge required to contribute to the project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes. It also involves applying controls once the project has commenced and contribute to reviewing the suitability of those controls.

BSBPMG421

Apply project time management techniques

This unit describes the skills and knowledge required to assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

BSBPMG423

Apply project cost management techniques

This unit describes the skills and knowledge required to assist in producing a project budget, to monitor project expenditure and contribute to cost finalisation processes.

BSBPMG425

Apply project information management and communication techniques

This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications.

BSBPMG426

Apply project risk management techniques

This unit describes the skills and knowledge required to assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.

BSBPMG422

Apply project quality management techniques

This unit describes the skills and knowledge required to enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.

BSBPMG424

Apply project human resources management approaches

This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying and facilitating the learning and development needs of people working on the project and resolving conflict in the team.

BSBPMG427

Apply project procurement procedures

This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalisation activities for the project.

BSBPMG428

Apply project life cycle management processes

This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.





Course fees*

We provide a range of flexible payment options to help you achieve professional success sooner.



Pay upfront

\$4,390 AUD[^]



Flexible payments

Pay weekly, fortnightly or monthly over 12 months



Government assistance

State and Commonwealth government assistance may be available



Third party

Seek financial assistance from your employer or another third party

Funding

We can help you to access funding and financial assistance through a range of State and Commonwealth Government initiatives.

Smart and Skilled (NSW)

This is where the NSW Government pays for most of your course fees, leaving you with a small out-of-pocket gap. There are separate streams for trainees and regular students.

Smart and Skilled training is subsidised by the NSW Government.

Visit our website for more information about our fees and funding at www.unep.edu.au/students/fees-and-funding

* Terms and conditions apply. [^]Information is correct as at January 2021.

my.unep

my.unep is our modern online learning environment.

my.unep makes it easy for you to access your learning materials any time so you can study anywhere in the world.

Shortly after enrolment our friendly Student Engagement team will provide an induction to help you find your way around my.unep to facilitate a successful student learning journey.

Units

You will find everything you need to complete your studies in my.unep

Introduction

- Getting Started
- Course Overview

Learning Resources

- Readings
- Activities
- Resources

Assessment

- Case Studies
- Scenarios
- Tools and Templates

Support Centre

- 24/7 Support.





Minimum requirements to get started

If you're reading this, you're likely already committed to improving your skills, knowledge and capabilities. Every day presents you and your team with an exciting opportunity to learn and develop the abilities needed to elevate yourself and your business to new heights.

Policies and Procedures

We are committed to the provision of exceptional quality education and a great learning experience.

We encourage you to familiarise yourself with our policies and procedures, which can be found on our website www.unep.edu.au/students/policies

On this page you will also find our frequently asked questions section that may help to answer some of your questions.

Minimum Requirements for Students

Our courses are self-directed online programs which rely heavily on text-based resources to support study.

All students will need:

- moderate numeracy and English literacy skills
- moderate computer skills
- To be working in a job role which provides sufficient opportunity to develop competency and to complete required assessment tasks.

Computer Requirements

All of our courses are delivered through our modern online learning environment.

To successfully complete an online course, you will need ready access to an internet enabled computer with the following configurations.

- Operating system (Mac OS 10.11 or later, Windows 7, 8.1 or 10)
- Internet (speed adequate to watch videos on YouTube)
- Microsoft office 2016 or higher OR other equivalent office suite
- Adobe Acrobat Reader
- Modern internet browser
- Headset with microphone, speakers and camera (for webinars, recording audio assessments and/or Skype discussions with your assessor).



5 High-demand skills and industries

Skills

- Leadership
- Strategy and Planning
- Relationship Management
- Conflict Resolution
- Continuous Improvement.

Industries

- Construction
- Finance
- Information Technology
- Energy
- Healthcare.

Take the next step
in your career as a
Project Manager

unepartnerships

creating professional success



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