



BSB40920

Certificate IV in
Project Management
Practice



BSB40920 Certificate IV in Project Management Practice

🕒 6-8 months 📍 Live Online 4 intensive clusters, 6 days

The Certificate IV in Project Management Practice is designed to develop your skills and knowledge as a project manager. This practical course is designed for direct application to your work or as part of further study.

You will learn about the project life cycle and how to communicate effectively in written form, gain a formalised understanding of project risk factors, develop capabilities to enable you to engage and communicate with key stakeholders, and adopt a framework of continuous improvement.



91%

of participants were satisfied with Swinburne Edge's course content.*

* n = 228 (2018-2019), course-specific statistic.

95%

of participants were satisfied with their Swinburne Edge facilitator.*

* n = 228 (2018-2019), course-specific statistic.

Why project management skills are critical

Professionals seeking a future-proofed career that will drive innovation for years to come are looking closely at the demand for skilled, qualified Project Managers.

The Project Management Institute has predicted that roles for Project Managers will outstrip supply over the next 10 years, and the sector will grow by over 33% in the same time-frame.

Project Management is a career path where qualifications are valued and candidates are highly sought-after. This qualification is a major step towards future-proofing your career.

This qualification develops the skills to:

- understand project life cycles and manage project meetings
- understand the importance of project time-lines, quality and budget
- engage with project stakeholders and colleagues, communication clearly and accurately

- gain an understanding of project risk factors.

Course inclusions

- access to industry experts who facilitate the workshops
- program materials and manuals used in the workshops, which double as a take-home resource
- templates, tools, and many other resources are provided
- assessment and study support.

Who should attend?

This qualification is suitable for:

- aspiring project managers
- those who work in a project management team.

Entry requirements

Applicants should have at least 12 months of full-time work experience.

Stand out

Great project managers are team players and highly skilled planners who can find the balance between collaboration, communication, and people management, with the ability to plan strategically. This qualification:

This qualification:

- includes relevant, real-world content with global context
- has a practical focus with projects you can integrate into your existing role or organisation
- gives you skills and tools you can use immediately
- encourages you to think differently
- fully aligns to future trends in leadership capabilities.

Fees

The total fee for the BSB40920 Certificate IV in Project Management Practice is \$4,240. Fees are reviewed each year and are subject to change.

Skills first funding and concessions may apply.

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When you've successfully completed this qualification, you may apply for our [BSB50820 Diploma of Project Management](#) to continue to develop your skills, experience, and career.

The Swinburne Edge difference

Swinburne Edge's accelerated qualifications are designed for working professionals to maximise the learning outcomes and minimise time spent out of the office or away from home.



AIPM Endorsement

This course is endorsed by the [Australian Institute of Project Management \(AIPM\)](#). The AIPM is the premier body for project management in Australia with over 10,000 members.

The qualification demonstrates through its material that the outcomes of the course are aligned to the Project Management Body of Knowledge (PMBOK® Guide) and the Business Services Training Package competency standards.

Completion of this course will allow you to apply for automatic recognition from the Australian Institute of Project Management (AIPM) for the Certified Practising Project Practitioner (CPPP) level of certification. Completion of this course will grant you 40 C.P.D points towards your AIPM certification.



"I was very happy with the course content. It managed to satisfy everyone in the class, who came from a really diverse range of professional backgrounds."

Ben

Participant, Certificate IV in Project Management Practice

Benefits for individuals

- You can enrol at any time, choose your workshop days, and get qualified faster with an accelerated course structure
- Receive AIPM recognition for the Certified Practising Project Practitioner (CPPP) level of certification
- Our Continuing Professional Education Advisors are on hand to provide advice and answer your questions
- Participants learn alongside professional peers and enjoy a unique shared experience that fosters new ideas, reflection, diversity, and innovation
- Our facilitators each have extensive experience across a range of leadership roles and can impart real-life case studies and relevant industry know-how
- Our facilitators are dynamic and engaging professionals with a true passion for teaching, handpicked by us.

Benefits for organisations

- A strong Project Management team within your organisation ensures projects of all sizes are delivered on time, on scope, and on budget by qualified team members
- We partner with clients to qualify their project managers and maximise the success of their upcoming projects
- Our Senior Consultants work hand-in-hand with clients to roll out the Certificate IV in Project Management Practice to suit you and your team, including customisation to fold in your own projects
- Clients are allocated a Swinburne Edge Project Manager of their own, ensuring participants are supported, outcomes are reported, and training is delivered.

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The **Certificate IV in Project Management Practice** is delivered in unit clusters. Each vertical block of clusters and units shows the number of workshop days.

UNIT CODE	UNIT TITLE	CLUSTER NAME	DURATION
BSBPMG428	Apply project life cycle management processes	Project Life Cycle	2 days
BSBOPS405	Organise business meetings		
BSBPMG420	Apply project scope management techniques	Project Foundations	2 days
BSBPMG421	Apply project time management techniques		
BSBPMG423	Apply project cost management techniques		
BSBPMG426	Apply project risk management techniques	Project Quality and Risk	1 day
BSBPMG422	Apply project quality management techniques		
BSBPMG425	Apply project information management and communication techniques	Stakeholder Engagement	1 day
BSBPMG429	Apply project stakeholder engagement techniques		



Schedule details: Workshop times may vary but are usually 9:00am to 5:00pm; details will be confirmed upon enrolment.

For full unit descriptions, visit <https://training.gov.au> and type the unit code into the search function.



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Cluster overview

Project Life Cycle

Duration: 2 days
Location: Online, delivered live

Units:
BSBPMG428 Apply project life cycle management processes
BSBOPS405 Organise business meetings

Monitoring progress is an integral aspect to ensure project success from conceptualisation to the end result.

In this cluster we explore how to establish and execute projects whilst investigating key aspects of the project life cycle. Communication is key to this, which is why we also look at preparing and recording meeting outcomes.

Learning objectives

Participants will be able to:

- assist in all facets of establishing a project, from documentation to understanding strategic requirements and goals
- support the project planning and design phases, including identifying project stages and requirements
- undertake a wide range of project execution tasks, including record-keeping, documentation, and updating plans
- assist with finalising the projects, such as reporting and handover
- prepare, participate in, and follow up meetings to ensure a focused, time-efficient approach that achieves stated outcomes.

Project Foundations

Duration: 2 days
Location: Online, delivered live

Units:
BSBPMG420 Apply project scope management techniques
BSBPMG421 Apply project time management techniques
BSBPMG423 Apply project cost management techniques

Project foundations are the core elements at the heart of every project. They are the backbones of time-lines, scope of works and budget.

These units teach participants how to assist in the design, execution, budgeting and reporting on these project foundations throughout the life of a project.

We look at everything from expenditure, financial reports, cost-analysis tools, valuations and contracts, project scheduling tools and methods, progress planning, performance management, goals, objectives and outcomes.

Learning objectives

Participants will be able to:

- assist on a range of project scope activities, including project authorisation activities, overall scope, and a range of processes and plans
- assist with project time-lines, from creating and implementing schedules, to assessing time management during the project
- assist in managing project budgets, resources and costs, from understanding the budget to compiling costs throughout the life of the project.

Project Quality and Risk

Duration: 1 day
Location: Online, delivered live

Units:
BSBPMG426 Apply project risk management techniques
BSBPMG422 Apply project quality management techniques

Project Management is more strategic than just being well-organised and adhering to a project plan. This workshop addresses the critical skills needed to successfully manage project quality and risk.

As a part of the project management team, participants will be able to contribute to project quality and risk planning, implementation and reporting, and be a valuable member of any project team.

Learning objectives

Participants will be able to:

- contribute to quality management plans, including measurable quality metrics
- contribute to the implementation of quality processes and continually improve them over the life of the project
- contribute to the risk register and risk management plan, and monitor project risks.

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Cluster overview

Stakeholder Engagement

Duration: 1 day

Location: Online, delivered live

Units:

BSBPMG425 Apply project information management and communication techniques

BSBPMG429 Apply project stakeholder engagement techniques

This workshop is focused on the communication channels with stakeholders. You'll gain an understanding of how to listen to and engage with stakeholders, and communicate with them effectively.

Project Management is a structured profession and this workshop teaches you how to effectively fold stakeholders into that structure and communicate as required.

Learning objectives

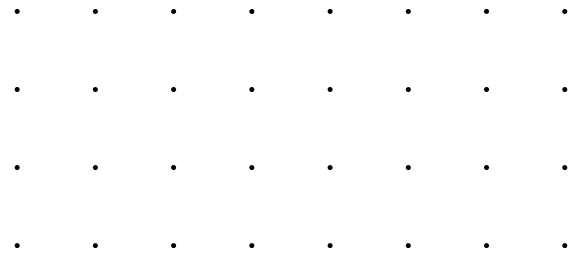
Participants will be able to:

- facilitate effective communications with your colleagues and stakeholders
- conduct information management activities and communicate project milestones
- communicate with clarity and accuracy.

"I got a lot of value from hearing about the case studies and how PM translates in different respective industries."




Vierka

Participant, Certificate IV in Project Management Practice





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