



trainwest
training your future

BSB40920 Certificate IV in Project Management Practice

Enquiry package



Thank you for considering Trainwest. At the heart of Trainwest success is the quality of training that is provided. The Trainwest team are highly skilled in their relevant areas and provide an engaging and enjoyable environment to promote a positive learning experience.

The Trainwest experience begins with the client's first contact which is based on excellent customer service offering flexible solutions to achieve your goals. The consistently high standards achieved by our team results from an absolute focus on professionalism, quality products and service and our ability to tailor our products to match our clients training requirements.

Our Trainwest mission statement is:

**To engage, motivate and inspire our learners,
providing a high quality training and assessment
service to individuals and across industry.**

BSB40920 CERTIFICATE IV in Project Management Practice



OVERVIEW: This course will provide you with the skills and knowledge to manage projects and overall project outcomes. It will assist you to use project tools and a variety of methods effectively. Key topics include the management of scope, time, cost, human resources, quality, risk and safety. Manage the process from initiation to completion with what you learn here.



ENTRY REQUIREMENTS: There are no prerequisites requirements for individual units. There are reading and writing requirements during the course and access to a computer is required.

PATHWAY INFORMATION:

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- » BSB30120 Certificate III in Business or other relevant qualification
OR
- » with vocational experience in project-based work



DELIVERY STRUCTURE:

In-House training This course can be delivered onsite at your location. For more information, contact Trainwest. The course will be fully customised to suit the needs of the client. For information and pricing contact Trainwest.

eLearning: This course is available through self-directed learning. Please refer to page 8 of this enquiry pack.



ASSESSMENT REQUIREMENTS

The BSB40920 Certificate IV in Project Management Practice is competency based. You will have assessments to complete in which you are required to provide evidence that you have understood the learning material and applied it to the workplace.

ASSESSMENT METHODS

Students are required to complete assessment tasks for each module which typically include:

- » Answers to knowledge-based questions and questions demonstrating student's application of the required knowledge
- » Completion of case studies
- » Completion of workplace projects
- » Third party reports from student's supervisors

ASSESSMENT TIMEFRAMES

Students have up to 24 months to complete this qualification. Please be aware this is a maximum time frame and is greatly dependant on your current job role and pre-existing skills and abilities. You can submit your assessments at any time after attending the face to face component. The actual time for completion varies between students.



REQUIRED RESOURCES

- » Trainwest will provide a full set of learning and assessment materials to learners for all units of competency.
- » A laptop that enables you to access the internet via Wi-Fi is optional



SUPPORT PROVIDED

Trainwest provides ongoing support to students throughout the duration of the program via email and telephone.

Each student has access to 30 minutes one on one coaching free of charge. Additional one on one coaching is available at an hourly rate for those who need it.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is available for this qualification.

RPL is an assessment based pathway and is suitable for those who already have the skills and knowledge in one or more of the areas which make up the BSB40920 Certificate IV in Project Management Practice and do not wish to undergo further training.

For those considering RPL please speak with the Trainwest Student Support team. The Student Support Team will make an initial assessment of suitability and discuss the RPL process.



NATIONAL RECOGNITION

Trainwest recognises qualifications and statements of attainment issued by other Registered Training Organisations and under the Australian Qualifications Framework.

If you have previously completed any nationally accredited training, please include your certificates and transcripts with your enrolment application for credit review.

CERTIFICATION: Upon successful completion, participants will receive a Statement of Attainment towards or issuance of the full BSB40920 Certificate IV in Project Management Practice.



UNIT CODE	DESCRIPTION
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
BSBPMG426	Apply project risk management techniques
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBCMM411	Make presentations
BSBWHS414	Contribute to WHS risk management



INVESTMENT

COST	DELIVERY METHOD
\$ 2000	eLearning
\$ 2000	Recognition of prior learning
\$ 300	Personal coaching – 2 hours

PAYMENT PLAN: All clients have access to Trainwest's interest free payment plan, terms and conditions apply. The standard payment amounts are:

- » \$ 500.00 Payable prior to course commencement
- » \$ 250.00 Payable on a fortnightly basis

Payments are accepted via direct debit or credit card

Please refer to the Student Information Handbook for more Fee information including our Refund Policy and procedure.