



BSB40920

Certificate IV in Project Management Practice

Lead Projects with Confidence!

Are you ready to plan, manage, and deliver projects efficiently while inspiring your team to succeed?

This qualification equips project support professionals with the practical skills and knowledge to contribute effectively to projects across a range of industries.

Explore core project management tools and build confidence to support planning, coordination, and delivery.

Learn proven strategies to manage scope, time, cost, quality, and risk while working collaboratively within project teams.



Course Overview

The **BSB40920 Certificate IV in Project Management Practice** qualification is designed for individuals who are involved in, or wish to develop the skills to contribute to, the planning, delivery and completion of projects across a range of industries.

This qualification provides the foundational knowledge and practical skills required to apply project management methodologies, coordinate tasks, and support project teams in achieving defined objectives.

Students develop competence in key project functions including scope, time, cost, quality, risk and stakeholder management, as well as communication, teamwork, and problem-solving.

The course emphasises the use of established project management tools and techniques within real or simulated workplace environments, preparing participants to work effectively under direction of a project manager or as part of a project team.



Recommended For

This course is ideal for individuals seeking to develop practical project management skills and take on greater responsibility in planning, leading, and delivering projects, including:

- **Aspiring project managers:** Gain the knowledge and skills to confidently manage projects from initiation to completion.
- **Team leaders and supervisors:** Enhance your ability to coordinate resources, manage risks, and achieve project outcomes within deadlines and budgets.
- **Professionals seeking career progression:** Equip yourself with a nationally recognised qualification to open doors to project management roles across industries.
- **Individuals new to project management:** Build a strong foundation in project management principles and practices to effectively support or lead projects in the workplace.

Career Pathways

Roles vary depending on the industry and sector, including positions such as:

- Project Administrator
- Project Coordinator
- Project Officer
- Contracts Officer
- Quality Officer.

Education Pathways

Students may undertake further study in project management, such as *BSB50820 Diploma of Project Management* or *BSB50420 Diploma of Leadership and Management*.



Course Structure

This course consists of nine (9) units of competency:

BSBPMG420 Apply project scope management techniques

Define, control and manage the boundaries of a project to ensure all required deliverables are achieved.

BSBPMG421 Apply project time management techniques

Plan, schedule and monitor project activities to ensure timely completion of project objectives.

BSBPMG422 Apply project quality management techniques

Apply quality management principles to ensure project deliverables meet agreed standards and stakeholder expectations.

BSBPMG426 Apply project risk management techniques*

Identify, assess and control risks to minimise their impact on project objectives and outcomes.

BSBPMG429 Apply project stakeholder engagement techniques*

Engage and communicate effectively with stakeholders to support project success and manage relationships.

BSBPMG425 Apply project information management and communications techniques*

Manage project information and communication processes to support accurate, timely, and effective information flow.

BSBOPS405 Organise business meetings*

Plan, prepare for and facilitate meetings to ensure objectives are achieved in line with organisational requirements.

BSBPFE402 Develop personal work priorities*

Establish and monitor personal work goals and priorities to enhance individual performance and productivity.

BSBCMM411 Make presentations*

Develop the skills and knowledge required to prepare, deliver and review effective presentations for a range of audiences and purposes in a workplace context.

** Elective units are subject to change.*



Delivery Modes

Choose from a range of flexible delivery options:



Self-Paced Learning

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.



Inhouse Training

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.



Course Duration

This course is delivered through self-paced learning. Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.



Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions
- Case studies and scenarios
- Workplace and simulated projects
- Audio or video evidence of practical demonstrations.

Students must meet all assessment criteria to be deemed competent.

Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.



Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.



Course Outcome

Upon successful completion of all units, students will receive a nationally recognised qualification, which includes a Testamur and Record of Results certificate.



If students do not complete the full qualification, they will receive a Statement of Attainment for all successfully completed units of competency. This is a progression toward the nationally recognised qualification.



Course Requirements

To be eligible for this course, students must meet the following course requirements:

Prerequisites

Students need to have:

- Prior workplace experience where they have participated in, or supported, projects or operational activities, for example, as a team member, project assistant, or coordinator involved in planning, monitoring, or reporting on work tasks.
- A basic understanding of workplace processes, scheduling, communication, and team coordination is recommended. Completion of a Certificate III-level qualification or equivalent industry experience provides a suitable foundation for this course.
- Experience working collaboratively with colleagues, contributing to project or team objectives, and following workplace procedures will help students apply project management concepts in practice.

Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and digital (LLND) skills for this course:

- **Reading:** Understand project documentation, procedures, and progress reports.
- **Writing:** Complete project plans, logs, and workplace documentation using clear and structured language.
- **Communication:** Engage effectively with team members and stakeholders to exchange project information.
- **Numeracy:** Perform basic calculations, interpret budgets, and monitor timelines and resources.
- **Digital Literacy:** Use project management tools, spreadsheets, and online platforms to manage and communicate project information.

Student Resources

Students need to have the following resources:

- Computer with internet access
- Microsoft 365 or similar office software (Word, Excel, PowerPoint)
- Microsoft Teams, video camera, and microphone for remote support is recommended
- Current email address
- Access to a workplace, or simulated work environment, to complete assessments.

Eligibility and Selection Criteria

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.



Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance:** Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning:** Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Personal Coaching:** Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support:** Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. The [Australian Counselling Service \(ACS\)](#) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.



Course Fees

Self-Paced Learning	\$1,500 per student
Recognition of Prior Learning	\$1,300 per student
Inhouse Training	Contact us
Personal Coaching (after first free hour, if required)	\$150 per hour

Payment Plans

Payment plans are available. Terms and conditions are outlined in our [Fees and Refunds Policy](#).



Next Step

Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment process.

Once you complete the online enrolment form, our team will review your application and eligible students will be invited to complete a Language, Literacy, Numeracy and Digital (LLND) skills assessment.

After reviewing the LLND results, our team will provide individualised advice on course suitability before finalising the enrolment.

This process helps us confirm that the course aligns with the student's current skills and learning needs.

Need more information?

Read our [Trainwest Student Handbook](#) for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.



Head Office & Training Centre

Level 1, 23 Abbott Road, Perth Airport, WA 6105



Open Hours

8:00am to 4:30pm

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Apply Now!

Contact Us



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trainwest.com.au

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