Certificate IV in Project Management Practice

CIT program code: C4-BT17 | National Code: BSB40920

Overview

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts.

This online course will give you the practical skills to successfully manage a project through the project life cycle. It will teach you how to define a project using scope, time, quality, and risk management techniques. You will learn to apply critical thinking to work practices, which will support you with risk management, cost management and project procurement. You will learn how to communicate effectively in written form and develop capabilities to engage with key stakeholders and colleagues.

Job opportunities

The job roles that relate to this qualification may include:

Project Administrator   Contracts Officer   Quality Officer   Project Analyst

Delivery mode

Online with optional drop-in session on campus at CIT Reid.

Duration

12 weeks to complete each unit from enrolment date.

Entrance Advice

This course covers the administrative processes of managing a Project. It is recommended that entrants into this qualification have worked for at least 1-2 years in general administrative roles and experience in basic staff supervisory tasks in the workplace.

Project administration requires strong administrative skills, including use of Microsoft Office products, communication skills such as listening, confirming instructions, oral communications, and teamwork experience such as working collaboratively with other people, and mentoring junior staff. If you do not have at least basic/intermediate skills in using Microsoft Word and Microsoft Excel, please consider undertaking training to develop these skills prior to enrolment.

For optimal success in this qualification, it is useful to be part of a project team working on a current project or you have had recent exposure to work on a project. This is not a mandatory requirement and scenarios have been provided so that you can complete the assessment requirements.

Qualification requirements and Enrolment

To gain the Certificate IV in Project Management Practice at CIT, you must successfully complete the **9 units.** 3 core and 6 electives. It is recommended that you enrol into **one unit at a time.**

To commence we recommend starting with Develop personal work priorities. For enrolment up until the 30th of December, 2023 use Semester 2, 2023 and course reference number (CRN) 30756. From the 1st of January 2024 use Semester 1, 2024, CRN 40403. All other units CRNs can be found in the CIT Project Management Information Course Project Management (cit.edu.au) , this is accessed via self-enrolment, click on the link and then the ENROL ME button.

You have a **maximum of 12 weeks to complete each unit** from enrolment date. Most students should complete within 4-8 weeks. It is recommended that you enrol into one unit at a time. Each time you enrol you will be asked to enter a 'start date'. **Please only enrol when you are ready to start**, for example, the enrol date and start date should be the same date. This is important as automatic emails are sent to all students to keep them on track, and the emails are set from the enrolment date. We have no override for this setting.

CORE UNITS - these are compulsory units and should be completed in the order listed below		
Unit name	National code	CIT Code
Apply project scope management techniques #	BSBPMG420	BUSN 486
Apply project quality management techniques #	BSBPMG422	BUSN 488
Apply project time management techniques #	BSBPMG421	BUSN 487

ELECTIVE UNITS – the elective units can be completed in any order		
Group A - Complete a minimum of 3 units, up to a maximum of 5 from this group		
Apply project cost management techniques ^	BSBPMG423	BUSN 489
Apply project risk management techniques ^	BSBPMG426	BUSN 492
Apply project information management & communication techniques ^	BSBPMG425	BUSN 491
Apply project human resources management approaches	BSBPMG424	BUSN 490
Apply project stakeholder engagement techniques	BSBPMG429	BUSN 495
Group B – Complete a maximum of 2 electives from this group		
Develop personal work priorities	BSBPEF402	BUSN 482
Facilitate continuous improvement ^	BSBSTR502	BUSN 529

Resources

There is no prescribed textbook for this qualification, however if you are interested there are plenty of textbooks that cover the course contents. Information on free access to loan e-versions of the course textbook are provided in the course induction (available to enrolled students).

In our course design we have attempted to cover the breath of the course requirements through eBooks, learning activities and e-Lessons in eLearn (our online learning platform), however you are encouraged to undertake your own research as well.

You will require a computer and access to the internet to complete this course. You may be required to also complete audio recordings of your voice, as such you must have access to a microphone for your computer or equivalent. For the phone conversations you will require a phone and/or computer access for an online meeting and as such would require a computer with camera and microphone.

Recommended textbook

The recommended textbook for this qualification is by Pearson, Larson and Gray, "Project Management in Practice" 3e 2022. This textbook can be purchased from the CITSA bookshop - citsa.com.au or loaned from the CIT Library. Information on accessing an eBook version for loan from the library has been provided in the course induction.

Support from your facilitator

CIT provides ongoing support throughout your studies and provides tutorial support to all students. Please see links at the top of eLearn (our online learning portal) for access to the STUDY Help and Student support. We offer **virtual drop-in support sessions during school terms.** More information is available (including dates and times) once you are enrolled.

The details of the unit facilitator are available in eLearn (bottom left of each unit/course page). You are encouraged to contact your facilitator for assistance and support. Please use the eLearn dialogue tool provided in each unit of competency.

Program contacts

Staff	Email	Contact details
Administration support	PM@cit.edu.au	6207 3188
Program Coordinator and Facilitator	Sarah.Silver@cit.edu.au	6207 3793
Facilitator – Saeed Munir	Munir.Saeed@cit.edu.au	0409 444 706 or 6207 8768
Facilitator – Bret O'Neill	Bret.ONeill@cit.edu.au	Please contact via eLearn
Facilitator – Barry Taylor	Barry.Taylor@cit.edu.au	Please contact via eLearn
Head of Department – Jessica Viduka	Jessica.Viduka@cit.edu.au	6207 4977

Assessment

The assessment in each unit varies slightly, however the standard assessment suite consists of:

- Conversations with your assessor and others to determine your communication skills
- Populating project documentation that is relevant to the unit performance requirements. For example, in the Risk unit you are asked to populate a risk management plan, in the cost unit you populate financial record documentation for your project
- Short answer responses to cover some knowledge requirements
- Completion of project status reports including Scope Change Logs, Lessons Learned and Issue Reports.

Extensions

Given the generous enrolment period no extensions will be granted unless you are able to provide documentation supporting extenuating circumstances that warrant a short extension.

Statement of Attainment (SoA)

We offer a statement of attainment for the completion of the following three units

- Apply project scope management techniques
- Apply project quality management techniques and
- Apply project time management techniques

The statement of attainment – training in Introduction to Project Management Practice, is available at no additional cost. On completion of the above units, we recommend that you apply for the SoA through self- service by adding the course to your enrolment. When you have successfully completed the above three units a Statement of Attainment Certificate will be issued to you as an eQual.

For more information, please contact CIT Student Services on (02) 6207 3188 or email infoline@cit.edu.au