

Certificate IV in Project Management Practice (BSB40920)

CIT Program code: **C4-BT17**

Semester 1, 2022

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

You have **12 weeks** to complete each unit from enrolment date, as such it is recommended that you **enrol into only one subject at a time** and start with Develop personal work priorities 80496.

CORE UNITS – Complete all 3				
National Unit Name <i>It is strongly recommended that you complete in this order.</i>	Subject code	National ID	Approx \$s	CRN
Apply project scope management techniques #	BUSN486	BSBPMG420	\$ 88	80489
Apply project quality management techniques #	BUSN488	BSBPMG422	\$ 88	80490
Apply project time management techniques #	BUSN487	BSBPMG421	\$ 88	80491

ELECTIVES				
You are required to complete 6 electives in total, these can be chosen from Group A, Group B and Other.				
GROUP A– Complete a minimum of 3 units, up to a maximum of 5 from Group A				
The following 5 units are Group A electives. If you choose to complete all 5 group A electives it is strongly recommended that you complete in the order that they are listed below.				
Apply project cost management techniques ^	BUSN489	BSBPMG423	\$ 88	80492
Apply project risk management techniques ^	BUSN492	BSBPMG426	\$ 88	80493
Apply project information management & comm's techniques ^	BUSN491	BSBPMG425	\$ 88	80498
Apply project human resources management approaches	BUSN490	BSBPMG424	\$ 88	80495
Apply project stakeholder engagement techniques	BUSN495	BSBPMG429	\$ 88	80494
GROUP B –OR Complete a maximum of 3 from this group				
Develop personal work priorities	BUSN482	BSBPEF402	\$ 88	80496
The units listed below can used as credits towards the Diploma of Project Management . To enrol into these units – firstly apply for entry into the Diploma of Project Management – and then add the units within your Diploma enrolment. Completed units will then be applied to your Cert IV in PMP.				
Facilitate continuous improvement ^	BUSN529	BSBSTR502	\$ 137	80520
Manage Meetings ^	BUSN562	BSBTWK503	\$ 88	80525
Communicate with Influence ^	BUSN278	BSBCMM511	\$ 132	80524

Required compulsory units

^ Recommended units if you want to continue into the Diploma of Project Management

PROGRAM CONTENT AND ASSESSMENT CONTACTS		
Admin Support and questions Joanne Bartell	Joanne.Bartell@cit.edu.au	6207-3244
Facilitator and Instructor Saeed Munir	Munir.Saeed@cit.edu.au	0409-444-706 6207-8768
Facilitator and Instructor Jessica Viduka	Jessica.Viduka@cit.edu.au	6207-4977
Coordinator , Sarah Silver	Sarah.Silver@cit.edu.au	6207-3793
Head of Department , Marianne Mann	Marianne.Mann@cit.edu.au	6207-3484

Enrolment

It is recommended that you commence this qualification with enrolment into Apply project scope management techniques OR Develop personal work priorities.

Each time you enrol into a new unit you will have a **maximum of 12 weeks to complete the unit**.

You will also be asked to enter a start date – **please only enrol when you are ready to start** e.g. 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. Most students should complete each unit within 4-8 weeks.

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.

Do I need a workplace project?

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 has been provided so that you can complete the assessment requirements.

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.

Resources

There is no prescribed textbook for this qualification, however if you are interested there are plenty of textbooks that cover the course contents, please ask the CIT library staff for assistance if you would like to borrow a textbook (there are limited copies available). We have attempted to cover the breath of the course requirements through eBooks, learning activities and eLessons in eLearn, however you are encouraged to undertake your own research.

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.

Support from your Facilitator

The details of the unit facilitator are available in eLearn (bottom left of each unit/course page). You are encouraged to make contact with your facilitator for assistance and support. Please feel free to use the eLearn message system to contact them with questions.

Additional Support

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 also offer evening drop-in support sessions at the Reid campus during school terms – more information is available including dates once you are enrolled.

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.

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.