



JOBTRAINER

SHORT COURSE

Statement of Attainment — Introduction to Project Management Practice [extract from BSB40920]

Overview

Suitable for any industry or sector, this short course will prepare you to become more involved in workplace projects. You will gain the skills and knowledge to contribute to the planning of a project, including scope, quality, and time management.

Subject Information

- BSBPMG420 - Apply project scope management techniques
- BSBPMG421 - Apply project time management techniques
- BSBPMG422 - Apply project quality management techniques

Campus

Online/CIT Reid

Duration

1 semester part-time approx. 10 - 15 hours each week online learning with the addition of optional face-to-face workshops.

If you have extensive relevant work experience and/or other relevant qualifications, you may be able to seek skills recognition or fast-track through the learning requirements and complete your units in less time.

Additional Information

This course covers the administrative processes of scoping a project, administrating quality and scheduling requirements. It is recommended that entrants into this qualification have worked for at least 1-2 years in general administrative roles.

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. 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.

Course commencement options

- Ongoing enrolments

Information

For more information on courses and eligibility, visit cit.edu.au/jobtrainer or contact us on:

Individual Enquiries

CIT Student Services — (02) 6207 3188

Industry and Business Enquiries

CIT Business Development — (02) 6205 3298
citbusinessdevelopment@cit.edu.au

Please check the website for the most up to date information.

JobTrainer is a jointly funded initiative of the Commonwealth, state and territory governments, offering free vocational education and training to young people (17 to 24 years, who have finished school), and job seekers across Canberra. Places are limited and you must meet eligibility requirements.