

# Perform Your Part in Projects

## Certificate IV in Project Management

### BSB41507



Organisations are turning to project management approaches to solve unique problems, effectively manage scarce resources and implement improved efficiencies. Project management is the application of knowledge, skills, tools, and techniques to project activities in order to meet stakeholder needs and expectations. The Certificate IV in Project Management is for those students who are/will be part of a team working on a complex project (but without responsibility for the management and leadership of the project).

**Course requirements:** It is preferred that students have one of the following: A completed qualification such as Certificate III in Business, units in a relevant qualification or vocational experience in project-based work.

**Course results and skills gained:** This qualification will give you the skills to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. In your role as a Project Coordinator, Project Management Officer, Project Team Member or Project Administrator, you may provide leadership and guidance to others.

**Course includes:** This qualification consists of eight units.

Core Units (Compulsory)	Course Code
■ Apply scope management techniques	BSBPMG401A
■ Apply time management techniques	BSBPMG402A
■ Apply cost management techniques	BSBPMG403A
■ Apply quality management techniques	BSBPMG404A
■ Apply human resources management techniques	BSBPMG405A
■ Apply communications management techniques	BSBPMG406A
■ Apply risk management techniques	BSBPMG407A
■ Apply contract and procurement management techniques	BSBPMG408A

**Outcome:** Certificate IV in Project Management.

**Recognition:** You can receive recognition for your previous study, work experience and existing skills. This may mean credit is given towards this qualification. Any identified training gaps can be addressed through individual coaching and/or participation in workshops.

**When:**

**Clarence:**

Course 1: Mon 6, Tues 7, Wed 8, Thurs 9 and Fri 10 December 2010.

Course 2: Mon 4, Tues 5, Wed 6, Thurs 7 and Fri 8 July 2011.

Course 3: Wed 16 March, Wed 6 April, Wed 11 May, Wed 15 June and Wed 13 July 2011.

**Devonport:** Course 3: Wed 16 February, Wed 9 March, Wed 13 April, Wed 4 May and Wed 18 May 2011.

**Launceston:** Course 4: Thurs 17 February, Thurs 10 March, Thurs 14 April, Thurs 5 May and Thurs 19 May 2011.

**Where:** At your workplace, and workshops are available at Clarence.

**Cost:** \$3000 per person. Fees are inclusive of workshops, workplace visits, coaching, assessment, text books and learning materials. Travel and related costs may apply when we visit you in your workplace outside of metro areas. Funding is available for eligible employees – please ask us for more information.

**For further information please contact:**

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**The Total Training Package**  
**1300 362 175**