



*BSB40920*

**CERTIFICATE IV in**  
**PROJECT**  
**MANAGEMENT**  
**PRACTICE**

## BSB40920 Certificate IV in Project Management Practice

It is only in recent years that the relationship between project management and organisational success has been appreciated, but its attributes and processes have been honed since the days of the Great Wall and Pyramids.

To succeed in the job, project managers must be adept at the technical skills of their profession, think **creatively and critically** about solutions, manage the breadth of human relations, and all within the constraints of limited time and resources.

For those who can master its complexities, project management can be a vital value-add to your profession, or an incredibly rewarding career in its own right.

To that end, the Institute of Project Management (RTO 60154) is proud to offer the Australian government accredited BSB40920 Certificate IV in Project Management Practice.

Unlike the vast majority of providers, we are **genuinely expert** in the field of project management, bringing to bear many thousands of hours and literally billions of dollars of project delivery experience to our programs.

Your mentors – an unlimited, on-demand resource throughout your study – are industry-seasoned project professionals, each with over ten (10) years of project leadership experience and accredited teaching qualifications.

As a result, our graduates are not just good at passing tests. They are **job-ready** project leaders armed with a proven suite of project management knowledge, skills and assets.



To successfully graduate, you will need to evidence competence in the following Australian Qualifications Framework (AQF) units:

- 🌀 BSBPMG420 Apply project scope management techniques
- 🌀 BSBPMG421 Apply project time management techniques
- 🌀 BSBPMG422 Apply project quality management techniques
- 🌀 BSBPMG423 Apply project cost management techniques
- 🌀 BSBPMG424 Apply project human resources management approaches
- 🌀 BSBPMG426 Apply project risk management techniques
- 🌀 BSBPMG427 Apply project procurement procedures
- 🌀 BSBPMG428 Apply project life cycle management processes
- 🌀 BSBPMG429 Apply project stakeholder engagement techniques

Although this course typically takes up to **six months** to complete, your enrolment is good for a period of two years and may be paused or extended upon request.

The bulk of your time will be spent initiating, planning, delivering and closing professional or personal projects with the on-going and active support of your mentor.

In addition to the coursework, you must prepare, share and be able to **critically reflect** upon the following portfolio of project management assets:

- 🌀 Project stakeholder register and communications plan
- 🌀 Project concept canvas with risk profile
- 🌀 Comprehensive project plan
- 🌀 Request for proposal
- 🌀 Risk register and management plan
- 🌀 Project status report and change requests
- 🌀 Project reflection (report)

Templates with detailed instructions are available for each activity. If you do not have access to relevant professional or personal projects, case study projects can be provided for you.

As the volume of learning is based on your prior experience and access to projects, experienced students with current access may demonstrate competency sooner.

Whether in a workshop, virtual classroom or working individually, all students benefit from unlimited, on-demand, **active mentor support**, extending actionable advice on the projects you are working on through the lens of good-practice.

Our mentors can uniquely support you in this way because they are:

- 🌀 Proven industry experts with a minimum of 10 years' practical experience in leading complex projects, programs and portfolios of work
- 🌀 Inspiring communicators and creative, critical thinkers
- 🌀 Trained educators, facilitators and mentors

Importantly, they are not career academics who have only learned project management from textbooks and classrooms – they superimpose on the coursework a wealth of project skill and experience from all stakeholder perspectives to bring project management to life.

The one-on-one assignment of mentors to learners also allows a **genuine relationship** to develop, avoiding a call-center feel to learner engagement.

Contact hours are neither stipulated nor capped, meaning that higher risk learners can access appropriate levels of support and self-motivated participants are not held back.

Rest assured, too, that your dealings with your Institute mentor remain confidential at all times, as per our privacy policy.



## Graduate outcomes

Upon completion of our BSB40920 Certificate IV in Project Management Practice, you will be able to:

- ☞ Apply basic project management concepts, methods and theories
- ☞ Demonstrate the technical skills of project management
- ☞ Understand the interpersonal aspects of project management
- ☞ **Manage the initiation, planning, delivery and close of simple projects**
- ☞ Communicate professionally with project stakeholders
- ☞ Critically reflect on own performance



You will also be directly admitted to the Institute of Project Management as a **Certified Project Officer (CPO)** and may be automatically eligible for higher level Certification if you can evidence the requisite experience.

Students who attain an overall grade of 100% in the OPEN quizzes will further be entered into the Institute of Project Management's **Order of Merit**.



*A quick email to say thank you, two years on, for the superb course and practical content of the Cert IV.*

*In the two years, I've managed two small projects to successful completion, including providing project management support to \$200,000 Veterans Retreat at Lake Sorrell.*

*I've learnt a lot in applying the principles learned during the course!*

**Simone Garret CPP, Policy Advisor**



A number of Australian and international Universities recognise this program for advanced standing towards undergraduate (Bachelor) degrees.

Please contact us to learn how academic credit might be applied to your University program.