



# BSB40920

## CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

**CRICOS COURSE CODE: 109074K**

### COURSE DETAILS

Provider Name	Northwest Pty Ltd
RTO Code	91781
CRICOS Code	03256G
Course Code	BSB40920
Delivery location of course	Level 2, 531 George Street, Sydney NSW 2000 Level 2, 77 – 79 York Street, Sydney NSW 2000 Level 2, 66-68 Grenfell Street, Adelaide SA 5000 Level 9, 108 Lonsdale Street, Melbourne VIC 3000
Delivery mode	Face to face (Classroom based)
Duration	26 weeks, including 22 study weeks and 4 weeks of breaks
Study load	20 hours per week in the classroom
Estimated Self-Study Hours	5 hours per week (may be more or less depending on learner's pre-existing skills and knowledge)



**NATIONALLY RECOGNISED  
TRAINING**

### FEES STRUCTURE

**AUD 6,000**  
TUITION FEES

**AUD 500**  
NON-TUITION FEES

**AUD 6,500**  
TOTAL FEES

## **BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE**

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.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.



### **COURSE ENTRY REQUIREMENTS:**

There is no pre-requisites or specific entry requirement for this qualification. This course is available to all international students and Northwest Pty Ltd. requires that students are able to provide evidence that they:

- Have demonstrated an IELTS level at score of least 6.0 or equivalent (test results must be no more than 2 years old) or demonstration of successful completion of at least General English at Advanced Level or English for Academic Purposes Upper Intermediate level.
- Have a suitable level of language, literacy and numeracy to complete course requirements with or without additional support that Northwest Pty Ltd. is able to provide.
- Have successfully completed Australian year 11 or equivalent.
- Are at least at age of 18 on the date of course commencement.

Please Note: All the students commencing this course are required to complete LLN test on the orientation day to assist Northwest Pty Ltd. to identify student's needs for additional support during their study with Northwest Pty Ltd..



### **ADDITIONAL ENTRY REQUIREMENTS:**

- Student must have access to working PC or laptop with a configuration suitable to meet study requirements. Please seek your Trainer/Assessor assistance in this regard.
- Student must have sound digital literacy and access to working internet.
- Student must be able to attend scheduled theory classes and classes to be conducted in simulated environment face to face only.

### **ORIENTATION:**

New student Orientation will be done via face to face only. New students will receive an e-mail and call from the Admissions department on Friday, prior to their date of commencement with all necessary further information and instructions. If you have any questions regarding this process, please contact [+61449955272](tel:+61449955272) or [sso@nortwest.edu.au](mailto:sso@nortwest.edu.au). Please email or call the student administration should you require any additional support.

### **CLASSES:**

All classes will be conducted face to face at the student's respective campus of enrollment.

### **ASSESSMENT:**

Assessment tasks will vary for each unit of competency. The Trainer or Assessor will explain the assessment requirements and due dates in class. Late submission fees applies if the assessment is not submitted on or before the due date.

### **SUPPORT:**

All staff at Northwest Pty Ltd will continue to work and will continue to provide the students with the support any individual may need. The student will be remained connected with each Trainer/Assessor through regular class participation to assist them continuing their studies.



## **PATHWAYS**

Once students have successfully completed BSB40920 Certificate IV in project Management Practice, they can apply for various roles across positions within the project management sectors including but are not limited to Project administrator, Project Coordinator, Project Officer, Project Analyst, Project Officer, Project Records Officer.

The further study pathways available to students who undertake this qualification include:

- BSB50820 Diploma of Project Management
- Other Diplomas or Advanced Diplomas in related fields such as business and/or management subject to meeting entry requirements of the intended qualification.

### **COURSE STRUCTURE:**

A total of 9 Units (3 Core and 6 electives) must be completed and deemed competent to achieve the qualification BSB40920 Certificate IV in Project Management Practice. Participants who achieve competency in any unit/s will receive a Statement of Attainment (provided USI is verified) for that unit/s without completing all 9 units in the qualification. Students completing all the required units of competency will attain full qualification.

<b>CODE</b>	<b>TITLE</b>	<b>CORE/ ELECTIVE</b>
<b>BSBPMG420</b>	Apply project scope management techniques	Core
<b>BSBPMG421</b>	Apply project time management techniques	Core
<b>BSBPMG422</b>	Apply project quality management techniques	Core
<b>BSBPMG423</b>	Apply project cost management techniques	Elective
<b>BSBPMG426</b>	Apply project risk management techniques	Elective
<b>BSBPMG429</b>	Apply project stakeholder engagement techniques	Elective
<b>BSBCRT411</b>	Apply critical thinking to work practices	Elective
<b>BSBPEF402</b>	Develop personal work priorities	Elective
<b>BSBTEC404</b>	Use digital technologies to collaborate in a work environment	Elective

## **ASSESSMENT METHODOLOGY:**

Assessment methods used for this qualification are varied and will provide a range of ways for individuals to demonstrate that they have met the required outcomes. Assessment methods may include:



**WRITTEN  
QUESTIONS**



**PROJECTS**



**PRESENTATIONS**



**REPORT  
WRITING**



**ROLE PLAYS/  
OBSERVATIONS**

At the beginning of each unit, your Trainer and Assessor will outline the assessment tasks that must be completed.

## **PRIVACY POLICY:**

Information collected about an individual learner or intended applicant in Written Agreement and Acceptance of Offer and during the student enrolment, can be provided by Northwest Pty Ltd., the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, Northwest Pty Ltd. is required to collect personal information about any individual learner or intended applicant and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Learner's personal information (including the personal information contained in Written Agreement and Acceptance of Offer and during the course of their study), may be used or disclosed by Northwest Pty Ltd. for statistical, administrative, regulatory and research purposes. Northwest Pty Ltd. may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

## **FURTHER INFORMATION:**

For further details, please refer to International Student Handbook for all related policies and procedures (policies and procedures also available on [www.nortwest.edu.au](http://www.nortwest.edu.au)) and other important information related to international students.

Please contact the Administration Manager for further information at

 [applynow@nortwest.edu.au](mailto:applynow@nortwest.edu.au)

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