BSB41507 Certificate IV in Project Management

Course outline

ANIBT Course Code: C4PM_BSB41507
CRICOS Code: 071738C
Delivery Mode: Flexible delivery
Location: Melbourne
Course Duration: Up to 6 months
Nominal Study Hours: 300 hours
Qualification Level: Certificate IV
Nationally Recognised: Yes

Course overview

Professionals across a broad range of corporate and government sectors are increasingly required to manage multiple priorities and be disciplined in their approach to project based activities within their organisations.

This nationally recognised qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. Typically, at this level, they may provide leadership and guidance to others with some limited responsibility for the output of others.

The Certificate IV in Project Management offered by ANIBT has been designed to equip students with best practice project management skills and knowledge to ensure that projects deliver the outcomes an organisation requires.

It will provide a working knowledge of project management principles and processes, along with an understanding of project management methodologies and application of tools, techniques and methods.

Whether you are a practicing project team member, an aspiring or recently appointed Project Manager or a business / technical professional working in a project environment and requiring more in-depth knowledge of project management, this will be an excellent qualification for you.
Program outline

**Subjects**

The Certificate IV in Project Management qualification offered by ANIBT is made up of 8 units of competency. These consist of 8 core units as outlined below:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPMG401A</td>
<td>Apply Project Scope management techniques</td>
</tr>
<tr>
<td>BSBPMG402A</td>
<td>Apply Time management techniques</td>
</tr>
<tr>
<td>BSBPMG403A</td>
<td>Apply Cost management techniques</td>
</tr>
<tr>
<td>BSBPMG404A</td>
<td>Apply Quality management techniques</td>
</tr>
<tr>
<td>BSBPMG405A</td>
<td>Apply Human Resource management techniques</td>
</tr>
<tr>
<td>BSBPMG406A</td>
<td>Apply Communication management techniques</td>
</tr>
<tr>
<td>BSBPMG407A</td>
<td>Apply Risk management techniques</td>
</tr>
<tr>
<td>BSBPMG408A</td>
<td>Apply Contract and Procurement management techniques</td>
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</tbody>
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**Assessment methods**

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Group major projects / portfolios
- Case studies
- Role plays
- Class participation
- Presentations
Entry requirements

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For Certificate IV level courses, the recommended minimum level of education is Higher School Certificate or equivalent or relevant qualification (at Certificate III or above) or relevant vocational experience.

In addition, students may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at Certificate IV level including:

- after achieving the BSB30107 Certificate III in Business or other relevant qualification/s;
- providing evidence of competency in the majority of units required for the BSB30107 Certificate III in Business or other relevant qualification/s;
- extensive vocational experience in project-based work without a formal project management qualification.

For international students

Please check with the Australian Department of Immigration and Citizenship regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country's assessment level by reading the DIAC rules at www.immi.gov.au/students/. Be aware that the rules may be changed during 2012.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>IELTS</th>
<th>CAE</th>
<th>PTE Ac</th>
<th>TOEFL iBT</th>
<th>TOEFL PBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>5.5</td>
<td>47</td>
<td>42</td>
<td>46</td>
<td>527</td>
</tr>
</tbody>
</table>

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student’s home country is English or if English has been the language spoken in the student’s home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIAC will be interviewed to ascertain their language, literacy and numeracy (LLN) skills and may have to do an LLN test at ANIBT.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification BSB41507 Certificate IV in Project Management issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).
Course availability

ANIBT’s programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom
- On-line
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Term 1 intake</td>
</tr>
<tr>
<td>April</td>
<td>Term 2 intake</td>
</tr>
<tr>
<td>July</td>
<td>Term 3 intake</td>
</tr>
<tr>
<td>October</td>
<td>Term 4 intake</td>
</tr>
</tbody>
</table>

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

Future pathways

After successful completion of your Certificate IV, you will have many other study options available to you. These may include the Diploma of Project Management or a range of many other Diploma and Advanced Diploma qualifications.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous experiences and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.

Please contact ANIBT directly on +61 3 9620 2922 to discuss your previous studies and we will be able to guide you through the credit transfer process.

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.