



adaptive frameworks

Certificate IV in Project Management Course

Audience

The qualification is aimed at project team members, project office support staff and project managers who wish to reinforce and formalise their on the job skills with a qualification. Typically delegates are working in project support roles or have some project management experience.

Objective

Certificate IV of Project Management is a nationally recognised qualification based on theoretical and practical learning at the Australian Qualifications Framework level 4. Assessments are competency-based, and therefore there are no formal exams. The course focuses on the development of relevant skills and knowledge through practical activities. Participants are assessed through a combination of activities and exercises based on actual and simulated project management scenarios.

Topics

You will be completing the following units of competency:

- BSBPMG401A – Apply Scope Management Techniques
- BSBPMG402A – Apply Time Management Techniques
- BSBPMG403A – Apply Cost Management Techniques
- BSBPMG404A – Apply Quality Management Techniques
- BSBPMG405A – Apply Human Resources Management Approaches
- BSBPMG406A – Apply Communications Management Techniques
- BSBPMG407A – Apply Risk Management Techniques
- BSBPMG408A – Apply Contract and Procurement Procedures

Once you have completed the course, you will obtain a Certificate of Attendance. Once your home-based activities have been completed, these will be assessed by a qualified Assessor. If you are assessed as competent, you will then receive a Statement of Results along with a Certificate recognising your qualification.

Duration

3 days running 9.00am to 5.00pm followed by a one day for review and assessment.

Morning, afternoon tea and lunch is provided.

Post-course home-based assessment following the course attendance: You will have 3 months to complete the required work and should allow around 80 hours to complete all activities. This may also alter Depending upon any Recognition of Prior Learning.

Homework

Homework is required at the end of each class room based training day and in preparation of your final assessment. Depending upon completion of work within class and experience of the individual this may be approximately 10 to 15 days of out of class work.

Please contact us on 1300 782 380 or email courseadmin@adaptiveframeworks.com.au if you would like to discuss this requirement further with a trainer/assessor.



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Pre-Course Preparation

If a delegate believes they are already competent in any areas of the course they may apply for Recognition of Prior Learning. To do this, delegates will need to complete all details on the Adaptive Frameworks Recognition of Prior Learning Application Form prior to the course. The form is available from the Adaptive Frameworks Course Administrator. Supporting evidence may be required as part of the application.

Course Materials

- Comprehensive course notes and assessment materials
- Shoulder Satchel

Pre-Requisites

There are no formal pre-requisites to undertake this course. Preferred pathways for candidates considering this qualification include:

- BSB30107 Certificate III in Business or other relevant qualification/s **OR**
- with extensive vocational experience in project-based work without a formal project management qualification. Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:
 - Administrative Officer
 - Customer Service Advisor
 - Personal Assistant
 - Small Business Assistant
 - Student Services Officer.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Complaints & Grievance Procedures

Adaptive Frameworks is committed to processes which ensure that all clients and their staff:

- Receive high quality service and products
- Have access to a clear and transparent process to provide feedback
- Have any concerns and complaints addressed in a transparent and timely manner

To raise a complaint, either:

- Phone the Adaptive Frameworks office on 1300 782 380
- Send an email to courseadmin@adaptiveframeworks.com.au
- Enter remarks on the Delegate Feedback Forms
- Provide verbal comments to the Trainer during or after the course

Adaptive Frameworks will view any and all complaints, issues or grievances raised by course participants as valid, and will take all reasonable steps to resolve the complaint or issue in a timely manner. You will find the complaints and grievances procedures in your course material.



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Cost

Certificate IV Project Management Package (all 8 units): \$2,550 (ex GST)

Certificate IV Project Management (per unit): \$360 (ex GST)

Recognition of Prior Learning Assessment (per unit)*: \$70 (ex GST)

*RPL assessment fee is non-refundable, however it will be deducted from the course fee if exemption is not granted and you enrol in the Certificate IV course.

This course can be offered economically in an in-house format for 6 or more delegates.

Enquiries and Bookings

To enquire about our courses or make a booking please contact our Course Administrator:

Phone: [1300 782 380](tel:1300782380)

Email: enquiries@adaptiveframeworks.com.au

Website: www.adaptiveframeworks.com.au