BSB40920 – CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

COURSE INFORMATION

About Us

Established in 2023 in response to demand for courses that focus on work skills needed in all regions, Macedon Ranges Education offers courses in Accounting and Bookkeeping, Payroll Management, Workplace Skills for entry level job applicants in office environments, Project Management, Office Administration, Business and Leadership for mid-level Business Managers and Small Business Owners.

Centrally located in the town of Kilmore in the historic Kilmore Town Hall built in 1894, and right beside the Kilmore Town Library, our Campus is central and accessible in less than 50 minutes' travel by car from Bendigo, Ballarat, Whittlesea, Tullamarine, Craigieburn, and the Northern suburbs of Melbourne.

Public Transport is readily available with a bus stop at our front door and ample free car parking adjacent to our campus.

Our Student Focus

Our Trainers and Assessors, Student Support Team and Administration Team all have extensive experience in both Vocational Education and Training and learners' area of study.

We understand the challenges and successes that students can experience during their course. As learners travel their study journey learners are supported and advised by staff that have experienced the same path.

Access and Equity

We welcome learners from diverse backgrounds who enrich our learning community.

We provide a safe learning environment for all learners.

We work with our students to facilitate non-traditional and flexible pathways into our courses and support our students throughout their learning journey.

BSB40920 - Certificate IV in Project Management Practice

About This Course

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 Project administrator/coordinator , Project officer, Project analyst, Project Officer, Project records 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.

Units of Competence

Students will be required to undertake 9 units of study including 3 core and 6 elective units. Course units are delivered sequentially and should be completed over a 12-month period.

Core Units

BSBPMG420 - Apply project scope management techniques

BSBPMG421 - Apply project time management techniques

BSBPMG422 - Apply project quality management techniques

Elective Units

BSBPMG423 - Apply project cost management techniques

BSBPMG424 - Apply project human resources management approaches

BSBPMG426 - Apply project risk management techniques

BSBCRT411 - Apply critical thinking to work practices

BSBPEF401 - Manage personal health and wellbeing

BSBPEF402 - Develop personal work priorities

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Delivery

There are two (2) options available for learners to complete this course. Learners may elect one or any of the following study options.

- **Online:** 100% self-directed online learning with access to pre-recorded tutorials for all units.
- **Classroom:** Classroom attendance 4 hours per week at our Kilmore Campus.

Duration of Course

12 Months

Entry Requirements

This is an open entry course with no pre-requisites required for entry. We do recommend that all learners applying for entry to this course:

- Are over 18 years of age at the time of commencement.
- Have successfully completed a year 10 or equivalent.
- Have computer/technical skills.
- Microsoft Office (or freeware equivalent) installed on their computer.
- Access to a reliable high-quality internet connection.
- Adequate literacy/numeracy skills.

Assessments

Assessment tasks will vary amongst individual units and may include:

- Knowledge Questions
- Case Study and Scenario's
- Projects
- Presentations

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Course Outcome

On successful completion of this course the learner will be awarded the BSB40920 - Certificate IV in Project Management Practice. This course is a nationally recognised qualification, complying with the Australian Qualifications Framework (AQF) and the Standards for Registered Training Organisations.

Who is This Course for?

This course is for learners who currently work or are wanting to develop the skills and knowledge to work as a Project administrator/coordinator, Project officer, Project analyst, Project Officer, Project records officer in the following industries:
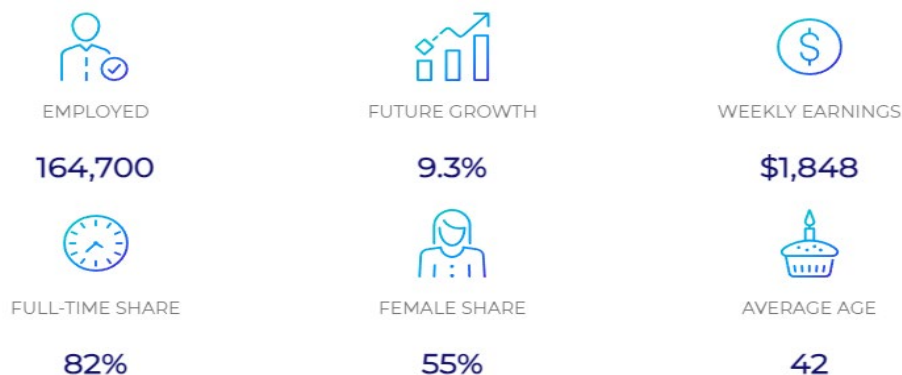
- Public Administration,
- Business Administration,
- Retail Services,
- Advertising and Marketing,
- Community Services,
- Financial Services,
- Education Administration

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Industry Information

What does a Project administrator/coordinator, Project analyst, Project Officer, Project records officer do at work? These roles usually:

- keep financial records; maintain and balance accounts using manual and computerised systems.
- monitor cash flow and lines of credit.
- prepare and produce financial statements.
- create budget and expenditure reports and analyses.
- use account books, ledgers and accounting software packages or cloud accounting systems.
- prepare invoices, purchase orders and bank deposits.
- reconcile accounts against monthly bank statements.
- verify recorded transactions and report any irregularities to management.
- may be required to prepare forms reporting business tax entitlements and obligations such goods and services taxes (GST) or business activity statement (BAS).

Occupational Profile Snapshot

EMPLOYED	FUTURE GROWTH	WEEKLY EARNINGS
164,700	9.3%	$1,848

FULL-TIME SHARE	FEMALE SHARE	AVERAGE AGE
82%	55%	42

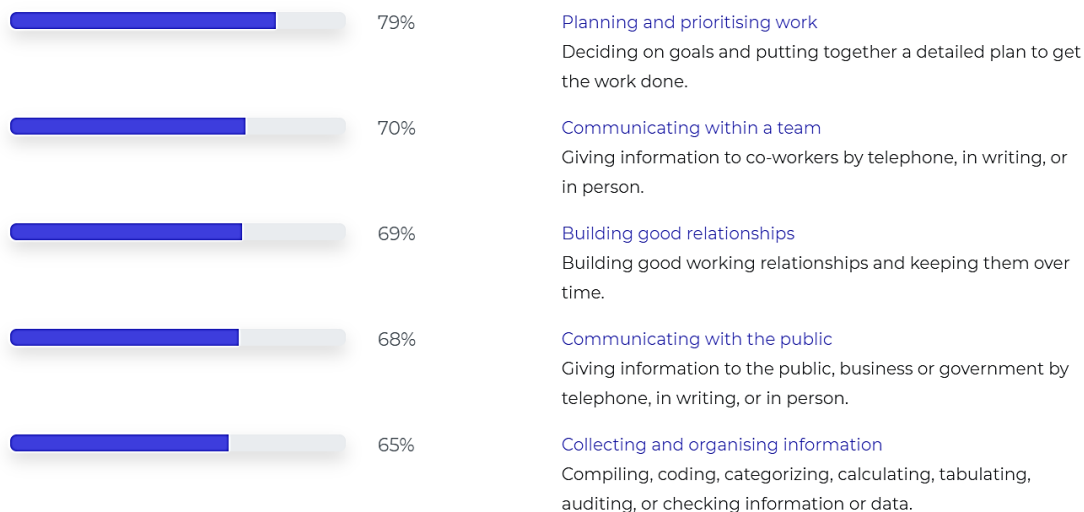*(Source: https://labourmarketinsights.gov.au/occupation-profile/Contract-Program-and-Project-Administrators?occupationCode=5111)*

Activities Workers Regularly Do in This Job

These are kinds of activities workers regularly do in this job.

79% **Planning and prioritising work**
Deciding on goals and putting together a detailed plan to get the work done.

70% **Communicating within a team**
Giving information to co-workers by telephone, in writing, or in person.

69% **Building good relationships**
Building good working relationships and keeping them over time.

68% **Communicating with the public**
Giving information to the public, business or government by telephone, in writing, or in person.

65% **Collecting and organising information**
Compiling, coding, categorizing, calculating, tabulating, auditing, or checking information or data.

(Retrieved from: https://labourmarketinsights.gov.au/occupation-profile/contract-program-and-project-administrators?occupationCode=5111)

Online and Classroom Learning Experience

Macedon Ranges Education have developed this qualification with student needs as a focus. Learners have the option to complete their course in one of two modes. Classroom, or via distance online.

Another great benefit is the advantage of the Macedon Ranges learning material and assessment design is that it allows students to develop knowledge and skills and more importantly, see how it is actually applied. Included in all courses is a simulated business that supports students to practice real work tasks.

Learners have access to our online reference library CREDO, our learning blog with industry skill focused articles and Learning Vault where learners can complete micro credentials that cover the soft skills required to succeed in any career, such as communication, budgeting and problem solving. Real world scenarios are used to provide context and immerse learners.

Learning Materials and Learning Management System

Learners access all course materials, live classes and supporting documents for their course through their Learner Portal making accessing their learning materials, class, and self-directed learning activities easy.

In addition to the accessible and easy to understand self-directed learning materials, the course gives students additional options on how to best engage with their study commitments.

Within the live forum students are given the opportunity to engage with and ask their educator questions about study material all whilst getting to know the other students completing the course and developing their future professional network. To compliment the self-directed and standalone learning component, students can access recorded virtual tutorials that form part of the initial enrolment fee.

In live tutorials students will develop a deeper understanding of the learning material in addition to the assessment requirements.

Student Support

Throughout their study time with Macedon Ranges Education, each student is supported by a fully resourced student support team trained in managing the needs of today's students.

Whilst completing their qualification, students have access to unlimited e-mail and phone support with our experienced student support team between Monday to Friday, 9am – 5pm, so they are never left to feel 'lost' or stuck during their studies.

Furthermore, when it comes to more technical and content specific queries, students are also encouraged to book additional one-on-one time with their trainer to get that extra study support and confidence.

Learning Support

Students can choose how they wish to study online with access to full support, relevant learning materials and optional virtual classroom collaboration opportunities.

The online self-paced learning available via the Learning Management System (accessible from any internet browser) is suitable for those who may be taking up study and education again after some time and for those who are currently employed that want to learn more about what they are doing and formalise their skill sets.

The format of the materials is easy to understand, easy to navigate, accessible from all 'smart' devices and downloadable for those who may not always have access to an internet connection. When it comes to completion times and making study work in with your calendar; students are given a full 12 months to complete this course, and if need be, students can apply for a course extension for extra time to balance work, study, and life commitments.

How to Enroll

You can enroll online by clicking the 'enroll now' button on your course of study page, or by reaching out to us via:
Phone (03) 4710 5966, or Email contact@mymre.com.au
To complete your application will need to ensure you have:

- Access to a stable internet connection.
- A laptop or desktop computer to complete your application and your course.
- An email address.
- Your Unique Student Identifier Number.
- A copy of your photo ID.
- A passport size photo to be uploaded for your student card.
- A debit card or credit card to pay for your enrolment or access to PayPal or another digital form of payment.
- Copies of your transcripts or certificates from previous studies if you are applying for credit transfer or Recognition of Prior Learning (RPL).

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Fees

Your course fee is made up of the fee for the course learning material and other fees relating directly to your course, and miscellaneous fees and charges.

Some courses require learners to purchase additional materials such as software. Materials and activities fees are the actual costs of essential materials, equipment, activities, and excursions that you will need to complete your course and are over and above the course fees.

If this is required, it will be stipulated on the course page on our website and in the Course Information Brochure. There are no additional materials, activities, or miscellaneous fees payable for this course.

All fees are payable on enrolment.

Frequently Asked Questions

Can I complete my study completely online?

Yes, all of our courses can be studied online and do not require physical attendance.

When can I start?

Students that elect to study online/distance can enroll any time and do not need to wait for set intake days. Students that are enrolling in the on-campus classroom option will be advised of the start date on application to their chosen course. Please refer to the Academic Calendar on our website for more information about intake dates. If enrolled in the online/distance option, most students will get started within 48 hours (excluding holiday closure periods which will be notified via our website.)

Can I pay on a payment plan?

Yes, interest free payment plans for select courses are available directly from Macedon Ranges Education via GoCardless. Payment plans are only available for the full fee cost.

What support will I have available?

We offer unlimited phone and email support for students between Monday and Friday, 9am – 5pm via our Student Support Team.

We also encourage students to take part in our live virtual tutorials which are hosted live via zoom with a trainer, allowing students the opportunity to discuss their learning, have a deeper understanding of course material and to ask questions in real time.

These tutorials are also recorded and provided to students to watch in their own time if they prefer via their Learner Portal.

Our Campus and Facilities

Located at 16 Sydney Street Kilmore Victoria, we are proud custodians of the Kilmore Town Hall built in 1894. This two (2) story red brick building was built to house a large police presence in the town in the late 1800's as Kilmore became a major freight and supply centre.

We are located beside the Kilmore Town Library, our Campus is central and accessible in less than 50 minutes' travel by car from Bendigo, Ballarat, Whittlesea, Tullamarine, Craigieburn, and the Northern suburbs of Melbourne.

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Classrooms and Study Areas

Two (2) adjoining small group classrooms are located on the ground floor of our building and each room has the capacity to seat 8 students.

These rooms are equipped with whiteboards, projectors and students and trainers/facilitators have access to our high-speed fibre internet connection.

Additional audio support is available to trainers/facilitators by our sound system with via lapel microphones or headsets. These rooms have connectivity to webinar and live broadcast channels via our student management system and Microsoft Teams.

Our upstairs classroom has the capacity to seat 25 students and is equipped with whiteboards and projectors. Students and trainers/facilitators have access to our high-speed fibre internet connection.

Additional audio support is available to trainers/facilitators by our sound system with via lapel microphones or headsets.
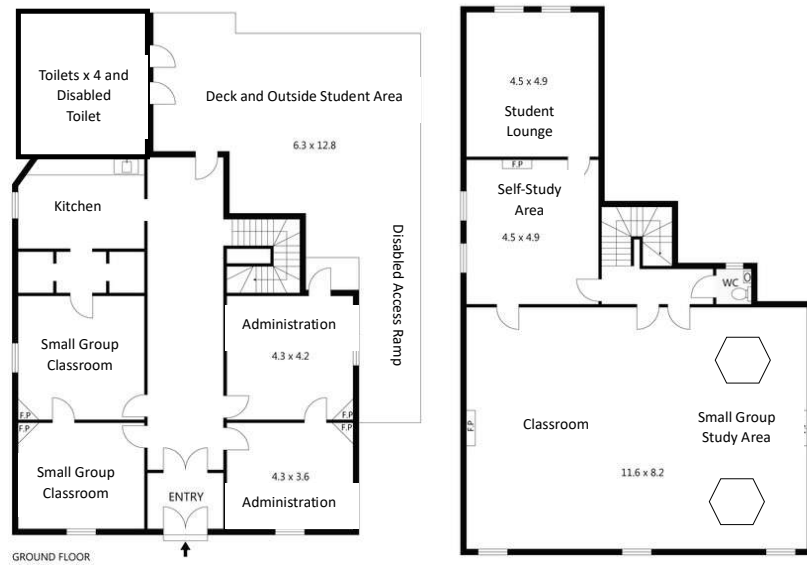
These rooms have connectivity to webinar and live broadcast channels via our student management system and Microsoft Teams.

A feature of our upstairs classroom is the small group study and activity areas.

In this space students are able to undertake self-study or small group activities whilst having access to the internet and connectivity to webinar and live broadcast channels via our student management system and Microsoft Teams.

Students are also provided with a Student Lounge area for breaks and self-study.

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Campus Map

Toilets x 4 and Disabled Toilet

Deck and Outside Student Area

6.3 x 12.8

Kitchen

Disabled Access Ramp

Small Group Classroom

Administration

4.3 x 4.2

Small Group Classroom

ENTRY

Administration

4.3 x 3.6

GROUND FLOOR

4.5 x 4.9

Student Lounge

F.P

Self-Study Area

4.5 x 4.9

WC

Classroom

11.6 x 8.2

Small Group Study Area

Where to find us

Map Co-Ordinates
-37.293993, 144.951661
Street Address
16 Sydney Street
Kilmore 3764
Plus Code
PX42+CM3 Kilmore, Victoria
Post
PO Box 207 Kilmore 3764
Online
www.mymre.edu.au

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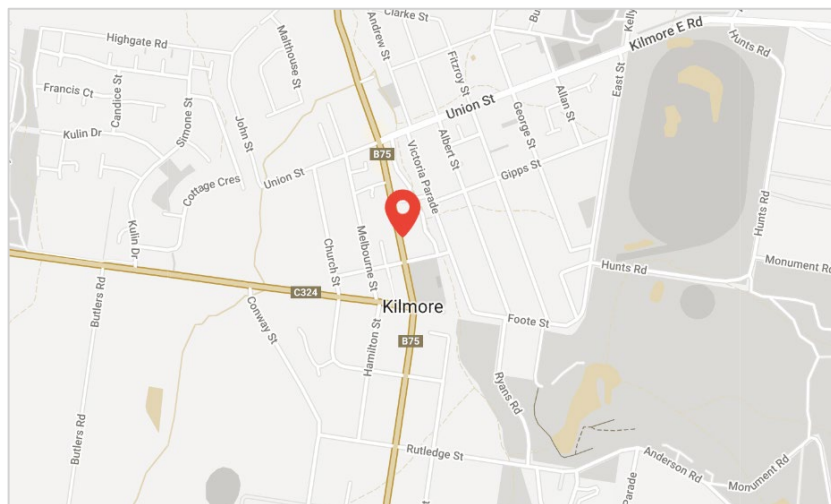
Contact Us

Online	www.mymre.edu.au
Phone	1300 318 939 or (03) 47105966
Email	contact@mymre.com.au
Visit Us	Opening Hours 9am – 5pm 16 Sydney Street Kilmore Victoria 3764
QR Code	