

AMCA Accredited Qualification

BSB40920

Certificate IV in Project Management Practice



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training@amca.com.au
amca.com.au



BSB40920 Certificate IV in Project Management Practice

Overview

The AMCA Certificate IV in Project Management Practice is a nationally accredited course delivered by AMCA Australia, designed to equip aspiring and recently appointed project managers with best practice project management skills and knowledge.

The course provides students with a practical knowledge of project management principles and processes and the application of tools, techniques, and methods crucial to managing successful projects.

Student prerequisites

With support from student employers, this course is designed for those new to project management, preferably with two years of construction, service, or facilities management experience, including but not limited to:

- Recently appointed project managers
- Aspiring project managers
- Business and technical professionals who work in a project environment and require a more in-depth knowledge of project management

How to apply

Intake occurs in March annually and commencement varies. To register your expression of interest please email training@amca.com.au or head to amca.com.au/AccreditedQualifications.

Applicants are required to take an online suitability questionnaire and a face-to-face interview to assess the suitability of the course to their needs. This will include a language, literacy, and numeracy assessment (LL&N).

About the course

This program is designed to provide students with a theoretical understanding of project management and its practical implementation so that graduates can confidently:

- Assess the organisation context for the project and apply project management principles
- Apply a project strategy that will lead to an effective overall project plan
- Identify a suitable project structure and team
- Manage the relationships with the expectations of all stakeholders in the project
- Implement techniques for monitoring, controlling, and reporting project progress
- Successfully analyse a completed project and evaluate project outcomes
- Understand the link between project outcomes and business benefits

Duration & delivery

The program duration is six months incorporating traditional face to face delivery in a classroom setting as well as self-paced learning and assessment completed either in the workplace or in the students own time.

- Face-to-face delivery is held over 4.5 days within the six-month period, incorporating group work activities and discussions that are held at AMCA Australia (Burwood) in Melbourne, Victoria. During this week students are also required to complete activities in their own time, this may take up to 2 hours each day.
- Attendance is mandatory as knowledge sharing and exchange of ideas for industry expertise is a key component.

Flexibility associated with face-to-face classes may be required due to COVID restrictions, whereby classes may be postponed or delivered virtually.

Qualification awarded

Upon satisfactory completion of all the assessment requirements, the student will be issued with a Certificate IV in Project Management Practice and accompanying certificate. Those students who do not complete this course will receive a Statement of Attainment for the units completed.

Student handbook

For further information about our training policies & procedures please refer to the AMCA Student Handbook. The AMCA Student Handbook is available for download via AMCA Australia's website & Learning Management System (LMS).

AMCA refund and cancellation policy

*A full refund of \$1,500 of the enrolment fee will be given if AMCA is notified in writing within 10 working days of the course commencement date. Student substitutions will be considered if they fit the course criteria and notification must be in writing to AMCA. AMCA Reserves the right to cancel, postpone or reschedule due to insufficient registrations or other reasons beyond their control.

Course structure

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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
BSBPMG425	Apply project information management and communication techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement techniques
BSBPMG429	Apply project stakeholder engagement techniques
BSBOPS405	Organise business meetings

Fee structure

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Course cost includes course materials, morning/afternoon teas and lunches. Course cost **DOES NOT** include airfares and accommodation.

Payment schedule		
	Non-member pricing	AMCA Member pricing
Enrolment Fee	\$1,500*	\$1,500*
Per Unit	\$312 X 9 Units (Including RPL)	\$200 X 9 Units (Including RPL)
Total	\$4,300 per student	\$3,300 per student
Replacement Certificate	\$25	\$25

NATIONAL OFFICE

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Burwood Victoria 3125
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SOUTH AUSTRALIA

213 Greenhill Road
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08 8234 2899

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TASMANIA

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