



CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE



COURSE OUTLINE

COURSE OVERVIEW

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Welcome to Adapt Education!

The Certificate IV in Project Management Practice has been specifically contextualised to the interior fitout industry and is designed to provide the knowledge and skills for individuals to effectively and efficiently manage a range of small to complex fitout projects.

This Nationally Recognised course consists of 9 units:

ADAPT

BSB40920 Certificate IV in Project Management Practice

The course is delivered in three clusters

BSBPMG420 Apply project scope management techniques
BSBPMG421 Apply project time management techniques
BSBPMG424 Apply project human resources management techniques

SUCCEED

BSBPMG423 Apply project cost management techniques
BSBPMG425 Apply project information management and communications techniques
BSBPMG427 Apply project procurement procedures

BSBPMG422 Apply project quality management techniques
BSBPMG426 Apply project risk management techniques
CPCCB4012 Read and interpret plans and specifications

DELIVERY

The course is broken into three clusters, each with three units. Once your enrolment has been processed and payment received, the first three units will be immediately available via our interactive online portal.

You will have unlimited access to your trainer through phone, email and instant messaging. We pride ourselves on having quick response times to every query. Online study means that you can study at times and locations that suit you.

DURATION

You will have up to 6 months to complete each cluster (18 months in total) however you are able to fast track if you choose to. As a guide someone spending 4 hrs per week will comfortably complete the assessment component for each cluster in this timeframe.

ENTRY REQUIREMENTS

It is expected that students have well developed written and verbal communication skills, basic numeracy skills and basic computer operating skills. Upon receipt of your enrolment form you will be asked to complete a short Language, Literacy and Numeracy (LLN) test to confirm your suitability for the course. Adapt is able to assist participants whom experience LLN issues, or a disability.

ASSESSMENT

Your assessment consists of a combination of activities, written questions, case studies, projects, and evidence portfolios.



www.adapteducation.com.au

1300 380 335

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INDUSTRY PARTNERS

This course has been developed in conjunction with and endorsed by our industry partner, Interior Fitout Association (IFA).



ADAPT

FUNDING

Adapt Education is a proud recipient of Construction Skills Queensland (CSQ) funding for Certificate IV in Project Management Practice. Eligible participants can access this qualification fully funded through this program.



SUCCEED

The Higher Qualifications—Building Specific program aims to provide existing workers, including relevant clerical, administration and professional staff whose employer is part of the Queensland Building and Construction Industry, with an opportunity to increase their knowledge and skills, provide pathways to further learning and open up opportunities to move into higher level and paraprofessional roles.

An eligible participant for CSQ subsidised training courses means:

(a) a Participant who has the right to work in Australia and is an Eligible Worker or Unemployed Eligible Worker in Queensland.

AND

(b) if an Apprentice or Trainee, Participants must have completed at least 50% of their Registered Training Plan for their Apprenticeship or Traineeship.

AND MUST NOT BE:

(c) an Employee of an Authority (Employees of Local Councils are acceptable);

(d) currently enrolled and participating in a Queensland secondary school program (school based Apprentices or Trainees are acceptable);

(e) a contracted trainer or assessor or existing worker of an RTO;

(f) funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;

(g) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement.



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COURSE FEES

BSB40920 Certificate IV in Project Management Practice	Upfront Payment	Payment Plan
IFA Premium Members	\$3,500	\$1,000 upfront + \$209 per month for 12 months
IFA Subscriber Members	\$3,950	\$1,000 upfront + \$246 per month for 12 months
IFA Non-members	\$4,150	\$1,000 upfront + \$263 per month for 12 months
CSQ Funded Participant	\$0	\$0

- Select from upfront payment or payment plan method.
- Fees are inclusive of all course resources and administration fees.
- Enrolments cannot be accepted from international students or those in Australia on a student or education visa.
- Contact the IFA National Office on national_office@IFAAssociation.com.au for the Member Promotional Code to access the discounted fee.

HOW TO ENROL

Read the Student Handbook, available on our website, and this Course Outline before you enrol:

1. Go to <https://adapteducation.com.au/cert-iv-project-management-practice>
2. Click on the Enrol Now button to complete your enrolment online; OR
3. Call us on 1300 380 335 to enrol over the phone.

COURSE COMPLETION

On successful completion of all course requirements you will be issued a Nationally Recognised Certificate IV in Project Management Practice (BSB40920). All students completing or discontinuing their studies will be required to complete a student survey.



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