



**Australian  
College**  
of Commerce & Management

# Certificate IV in Project Management Practices

BSB40920

Learn essential Project Management skills  
and contribute to a successful workplace  
project outcome



The  difference

- ✓ **Maximum Flexibility** - No set study times or off-site training.
- ✓ **All Materials Online** - designed to suit a wide range of learning styles.
- ✓ **Available 24/7** - via computer, tablet or mobile phone.
- ✓ **Proactive Student Advisers** - helping to drive progress.
- ✓ **Coaching and Ongoing Support** - it is part of our service.



*Call ACCM today*

**1300 515 321**

## Foundation Skills

Scheduling and time management  
Quality Control / Assurance tools  
Financial Control and Monitoring  
Risk Management / Analysis / Control

## Specialty Skills

Scope Management Plans and control  
WBS, Network diagrams and Gantt Charts  
Budgeting and communication plans  
Project Variations – SP, SPI, CV and CPI  
Risk Management Plans and controls

**30 YEARS**  
of meeting employers' needs

✉ [courses@accm.edu.au](mailto:courses@accm.edu.au)

🌐 [www.accm.edu.au](http://www.accm.edu.au)

RTO ID: 1441

# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICES

## BSB40920

### COURSE DESCRIPTION:

Formal, structured project management training is an essential tool to ensure that your staff are able to contribute to the success of your workplace projects. The BSB40920 Certificate IV in Project Management addresses all key topics for successful project implementation such as scope and time management, cost management, resource management and quality control.

| SUBJECT                                          | UNIT                                                            | CODE      | DURATION (weeks) |
|--------------------------------------------------|-----------------------------------------------------------------|-----------|------------------|
| Define the Project Scope and Schedule            | • Apply project scope management techniques                     | BSBPMG420 | 7                |
|                                                  | • Apply project time management techniques                      | BSBPMG421 |                  |
| Making and Communicating Good Business Decisions | • Use digital technologies to collaborate in a work environment | BSBTEC404 | 10               |
|                                                  | • Apply communication strategies in the workplace               | BSBXCM401 |                  |
|                                                  | • Apply critical thinking to work practices                     | BSBCRT411 |                  |
| Support Project Budget and Resourcing            | • Apply project cost management techniques                      | BSBPMG423 | 13               |
|                                                  | • Apply project human resources management approaches           | BSBPMG424 |                  |
| Identify and Address Project Risks               | • Apply project quality management techniques                   | BSBPMG422 | 6                |
|                                                  | • Apply project risk management techniques                      | BSBPMG426 |                  |

*If you would like to discuss additional electives, please contact us.*

## FEES - BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICES

| STATE / TERRITORY            | NEW ENTRANT TRAINEESHIPS | EXISTING WORKER TRAINEESHIPS | FULL FEE / EMPLOYER SPONSORED |
|------------------------------|--------------------------|------------------------------|-------------------------------|
| New South Wales              | \$0                      | \$3750                       | \$3750                        |
| Australian Capital Territory | \$350                    | \$3750                       | \$3750                        |
| South Australia              | \$3750                   | \$3750                       | \$3750                        |
| Tasmania                     | \$3750                   | \$3750                       | \$3750                        |
| QLD, WA, NT, VIC             | \$3750                   | \$3750                       | \$3750                        |

### STATE SUBSIDY DECLARATIONS, AS APPLICABLE

#### New South Wales (NSW)

*This training is subsidised by the NSW Government.*

#### Tasmania (TAS)

*Supported by the Tasmanian Government*

#### Australian Capital Territory (ACT)

*Australian Apprenticeships in the ACT are funded by the ACT and Australian Governments*

#### South Australia (SA)



Supported by  
**Government of  
South Australia**

Visit [www.skills.sa.gov.au](http://www.skills.sa.gov.au) for Participant Eligibility Criteria



NATIONALLY RECOGNISED  
TRAINING