

BSB41515 Certificate IV in Project Management Practice 2021 Face to Face Program

OVERVIEW

The BSB41515 Certificate IV in Project Management Practice is a nationally accredited program delivered by AMCA (RTO 5139) which is designed to equip recently appointed project managers and aspiring project managers with best practice project management skills and knowledge. The course provides learners with a working knowledge of project management principles and processes and the application of tools, techniques and methods crucial to a successful project.

PARTICIPANT REQUIREMENTS

This course is designed for those new to project management, with two years relevant 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 February annually. To apply please email your expression of interest to training@amca.com.au

AMCA PROJECT MANAGEMENT COURSE

This program is designed to provide learners with a theoretical understanding of contract management and its practical implementation so that managers can confidently:

- Assess the organisation context for the project and apply project management principles to workplace initiatives
- Apply a project strategy which 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 3 months with classes commencing the 1st March 2021 will incorporate a blended learning approach with traditional face to face delivery, distance learning and workshop sessions.

- Course duration is approximately 3 months supported by an average of minimum 4hrs/week self-directed learning and workplace assessment
- Four and a half days of face to face delivery, incorporating group work activities and discussion is held at AMCA (Burwood) in Melbourne. The classes will be supported by an average of minimum 4hrs/week self-directed learning and workplace assessment.
- Attendance is mandatory as knowledge sharing and exchange of ideas for industry expertise is a key component.
- Workplace assessment case study to be provided prior to commencement of the course. It is expected that each participant will complete a workplace project or task.

QUALIFICATION AWARDED

Upon successful completion of all the assessment requirements of each unit, the learner will be issued with a BSB41515 Certificate IV in Project Management Practice Certificate. Those learners who do not complete this course or who are deemed not yet competent in any units will still receive a Statement of Attainment for the units successfully completed.

COURSE STRUCTURE

CORE UNITS	
BSBPMG409	Apply project scope management techniques
BSBPMG410	Apply project time management techniques
BSBPMG411	Apply project quality management techniques
ELECTIVE UNITS	
BSBPMG412	Apply project cost management techniques
BSBPMG414	Apply project information management and communication techniques
BSBPMG415	Apply project risk management techniques
BSBPMG416	Apply project procurement techniques
BSBPMG418	Apply project stakeholder engagement techniques
BSBADM405	Organise meetings

LEARNER HANDBOOK

For information about our training policies refer to the AMCA Learner Handbook. You will find details of how the following policies relate to our learners. AMCA Learner Handbook is available for download on the AMCA website.

- Student Code of Conduct
- Student Support Services
- Safety Information
- RTO Obligations
- Complaints & Appeals
- Qualifications and Pathways
- Assessment
- Student Record Management

FEE STRUCTURE AND PAYMENT SCHEDULE 2021

BSB41515 Certificate IV in Project Management Practice		
Costs	AMCA NON- Member	AMCA Member
Course Costs	\$4,000 per learner (inclusive of gst)	\$3,000 per learner (inclusive of gst)
Replacement Certificate	\$25	
Payment Schedule		
Member Status	AMCA NON- Member	AMCA Member
Enrolment Fee	\$1500 (Non- Refundable Deposit) *	\$1500 (Non- Refundable Deposit) *
Note: Course cost includes course materials, morning/afternoon teas and lunches. The above cost does not include flights and accommodation.		
BSBPMG409	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBPMG410	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBPMG411	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBPMG412	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBPMG414	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBPMG415	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBPMG416	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBPMG418	\$278 per unit Including RPL	\$167 per unit Including RPL
BSBADM405	\$278 per unit Including RPL	\$167 per unit Including RPL
Total	\$4000 per learner (inclusive of gst)	\$3000 per learner (inclusive of gst)

AMCA REFUND AND CANCELLATION POLICY

- *A full refund of \$1500.00 of the enrolment fee will be given if AMCA is notified in writing within 10 working days of the course commencement date
- Participant 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 training courses due to insufficient registrations or other reasons beyond their control. In the event AMCA cancels any course a full refund will be given.