

## MBSB41507

# Certificate IV in Project Management

Quality training in career and industry focused courses

### What is Project Management?

Project management is a set of skill, knowledge and experience using techniques and technologies to deliver change and benefits to an organisation. A project leader or project manager is not necessarily a supervisor or line manager, but may undertake some of those responsibilities.

The Certificate IV in Project Management is most suitable for those working in a project team, those who shall be working in a project team and those who would like to gain the underpinning skills. The Diploma of Project Management is suited to those who are responsible for project outcomes and deliverable.

Project leaders or project managers may have existing qualifications and technical skills in any given vocation or profession.

### Career opportunities

The Certificate IV in Project Management is designed to provide a broad grounding in generic workplace skills and knowledge in project support functions. Possible job roles vary across different industry sectors however examples for candidates seeking entry based upon their vocational experience include project leader, project officer and general project team members.

### Study Mode

Online

### Entry requirements

Our part-time program is available to domestic, as well as interstate students and Australian citizens living overseas.

The ability to operate a computer, use a web browser and manage a self-paced learning environment is essential.

### Application procedure

Applicants who wish to study this course online should obtain an application form at:

<http://www.future.swinburne.edu.au/apply/tafe/#direct>

Alternatively contact the Business Online Administrator directly at [tafebussinesonline@swin.edu.au](mailto:tafebussinesonline@swin.edu.au) to request the appropriate enrolment form.

### Fees

TAFE tuition fees are set by the Victorian Government. For full details on TAFE fees, eligibility for Government subsidised places\* and concessions visit:

<http://www.swinburne.edu.au/studentoperations/fees/tafe.html>

\* Government subsidised places are dependent on you being a Victorian resident, your age as at 1 January, citizenship and prior qualification criteria.

### Skills Recognition

Skills Recognition, Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. To complete a self assessment visit:

<http://www.tafe.swinburne.edu.au/business/rpl/>

### Credit Transfer

A Credit Transfer may be granted for relevant accredited or formal training at another training organisation. The units must be current, identical or equivalent to those in the course you enrol in.

### Qualification

This qualification was developed in close consultation with industry and training providers to keep inline with changing standards.

This Certificate IV in Project Management requires the successful completion of eight **core** units and 300 hours of study. There are no elective units.

*continued overleaf*

## Unit Descriptors

### MBPMG401A

#### Apply project scope management techniques (40)

Define scope and apply scope management controls.

### MBPMG402A

#### Apply project time management techniques (40)

Develop project schedules and maintain to agreed timelines.

### MBPMG403A

#### Apply project costs management techniques (40)

Develop project budget and monitor budget performance. Support project team in maintain financial integrity of project budget. *This is not a financial accounting unit.*

### MBPMG404A

#### Apply project quality management techniques (30)

Contribute to project quality management planning, application of organisational quality policies and procedures. Support project efforts for continuous improvement.

### MBPMG405A

#### Apply project human resources techniques (40)

Assist in determining project resources requirements and engagement of those resources. *This is not a human resource management unit, its focus is on the projects resource needs.*

### MBPMG406A

#### Apply project communications management techniques (40)

Contribute to communications plan and information management requirements for project. Support delivery of communication deliverables by the project.

### MBPMG407A

#### Apply project risk management techniques (40)

Assist in development of risk analysis and planning including Risk management Plan. Conduct risk control activities.

### MBPMG408A

#### Apply project contract and procurement procedures (30)

Assist in contract and procurement planning, including supplier selection processes. Maintain and monitor contractual performance.

## Qualification Pathway

After achieving the MBSB41507 Certificate IV in Project Management, candidates may undertake the MBSB51407 Diploma of Project Management or possibly other Diploma qualifications.

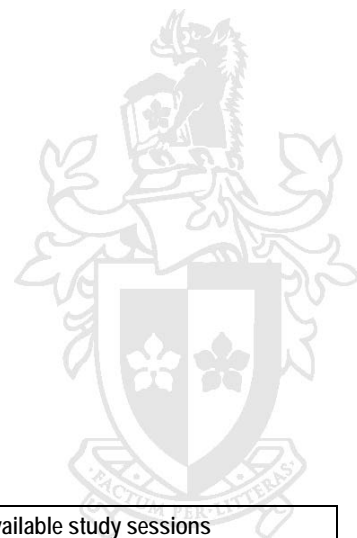
For more information please visit: <http://www.tafe.swinburne.edu.au/online>

Continued overleaf

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### 2012 Online Program Selection

Qualification requirements are:

**EIGHT** core units

**NO** elective units

Cluster 1	Unit Code	Unit Name	Hrs	Available study sessions										
				AC	ST	T1	T2	WT	T3	T4	SP	AC		
Core	MBPMG401A	Apply project scope management techniques	40	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Core	MBPMG402A	Apply project time management techniques	40	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<i>This cluster is usually completed first as it includes an overview of project management techniques and methods.</i>														
Unit Classification	Unit Code	Unit Name	Hrs	Available study sessions										
				AC	ST	T1	T2	WT	T3	T4	SP	AC		
Core	MBPMG403A	Apply project cost management techniques	40		✓			✓				✓		
Core	MBPMG404A	Apply project quality management techniques	30		✓			✓				✓		
Core	MBPMG405A	Apply project human resources management approaches	40			✓				✓				✓
Core	MBPMG406A	Apply project communications management techniques	40			✓				✓				✓
Core	MBPMG407A	Apply project risk management techniques	40	✓			✓					✓		
Core	MBPMG408A	Apply project contract and procurement procedures	30	✓			✓					✓		

#### 2012 Teaching Periods

	Teaching Period	*Start Date	End Date	*No Wks	Break Inclusive	
AC+	Accelerated	07 Nov	17 Feb	15	23 Dec	3 Jan
ST	0 Summer Term	03 Jan	17 Feb	8		
T1	1 Term 1	27 Feb	06 Apr	6		
B1	Block 1	27 Feb	13 May	9	6 Apr	13 Apr
S1	2 Semester 1	27 Feb	13 Jul	18	9 Apr	22 Apr
T2	3 Term 2	23 Apr	01 Jun	6		
B2	Block 2	14 May	22 Jul	9		
WT	4 Winter Term	18 Jun	27 Jul	6		
T3	5 Term 3	06 Aug	14 Sep	6		
B3	Block 3	06 Aug	14 Oct	9		
S2	6 Semester 2	06 Aug	14 Dec	15	17 Sep	23 Sep
T4	7 Term 4	24 Sep	02 Nov	6		
B4	Block 4	15 Oct	16 Dec	9		
SP	8 Spring Term	05 Nov	14 Dec	6		
ST	9 Summer Term 2013	7Jan	25 Feb	8	-	-

#### IMPORTANT NOTES

Enrolments close 10 days before the start of each period  
 Recommended study load 10 - 15 hours per week

For further information about this course contact the TAFE School of Business

Telephone (03) 9210 1993  
 Email [tafebusinessonline@swin.edu.au](mailto:tafebusinessonline@swin.edu.au)  
 Web Site [www.tafe.swinburne.edu.au/online](http://www.tafe.swinburne.edu.au/online)

Census Dates: [http://www.swinburne.edu.au/studentenrolments/ees/census\\_dates.html](http://www.swinburne.edu.au/studentenrolments/ees/census_dates.html)

