

BSB40920 Certificate IV in Project Management Practice

DESCRIPTION

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be project team members, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may selectively use project tools and methodologies to support organisational or business activities.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation may be helpful to identify any areas where you may need additional support to help you achieve your goals.

It is recommended that students studying this qualification have had employment experience in understanding organisation policies, procedures and practices.

DELIVERY DETAILS

Location(s)	Duration*	Study mode
Danala – Education Community Precinct Nhulunbuy Online	9 months	Face to face in Darwin and Nhulunbuy. Online and blended

* Duration will vary depending on how long a student takes to reach the required competency level.

Students have access to all resources on LearnLine, CDU 24/7 online learning system.

FEES

Fee Type	2025 Course Fees
NT Government Supported*	Free (Limited places available) ^{^^}
Full Fee	\$4,122.00

^{^^}Tuition fees (\$1,332.00) will apply once the free places have been filled.

*This course is supported by the NT Government for domestic eligible students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you have gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, refer to [VET RPL](#).

RESOURCES

Learning materials are available through CDU's learning management system, Learnline. Computer and internet access is required to source information and complete assessments.

Students will need to purchase the following prescribed text book;

- Project Management Essentials -Revised Edition -Therese Linton -ISBN 9780170446617 (Available in Paperback or as an eBook).

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB50820 Diploma of Project Management. On completion of this qualification, credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Project Analyst
- Project Officer
- Project Administrator/Coordinator

QUALIFICATION CONTENT

To achieve a BSB40920 Certificate IV in Project Management Practice a total of nine (9) units of competency must be completed comprising three (3) core and six (6) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

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
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures
BSBPMG429	Apply project stakeholder engagement techniques

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

CONTACT DETAILS

Business and Workforce Management

E. vet.business@cdu.edu.au

T. 08 8946 7517 (WFD) 08 8959 5312 (ASP) Student Central 1800 061 963

W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.