

AMCA Accredited Qualification



BSB40920

Certificate IV

Project Management Practice



1300 475 615
training@amca.com.au



BSB40920 Certificate IV in Project Management Practice

Overview

The AMCA Certificate IV in Project Management Practice is a nationally accredited course delivered by AMCA Australia that is designed to equip aspiring and recently appointed project managers with best-practice project management skills and knowledge.

The course provides students with a practical knowledge of project management principles and processes and the application of tools, techniques and methods crucial to managing successful projects. It is the perfect pathway into AMCA's sought after Diploma of Project Management (Managing for Profit).

Student prerequisites

With support from student employers, this course is designed for those new to project management, preferably with two (2) years of construction, service, or facilities management 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 annually in May, and in other states by expression. Commencement dates vary. To register your expression of interest please email training@amca.com.au or visit amca.com.au/accreditedqualifications.

Applicants are required to complete an online suitability questionnaire and a face-to-face interview to assess the suitability of the course to their needs; this will include a language, literacy and numeracy assessment (LL&N).

About the course

This program is designed to provide students with a theoretical understanding of project management and its practical implementation so that graduates can confidently:

- Assess the organisation context for the project and apply project management principles
- Apply a project strategy that will lead to an effective overall project plan
- Identify a suitable project structure and team
- Manage the relationships with, and expectations of, all stakeholders in the project
- Implement techniques to monitor, control and report project progress
- Successfully analyse a completed project and evaluate project outcomes
- Understand the link between project outcomes and business benefits

Training and assessment is led by a qualified trainer and assessor and undertaken in a blended model. Face-to-face training is undertaken in the classroom and assessment is completed in the workplace or in the student's own time.

Duration and delivery

The program duration is six (6) months incorporating traditional face to face delivery in a classroom setting as well as self-paced learning and assessment completed either in the workplace or in the student's own time.

- Face-to-face delivery is held over 4.5 days within the six-month period, incorporating group work activities and discussions that are held at AMCA House (Burwood). (Please [visit the accredited qualifications page of the AMCA Australia website](#) for locations in other states.) During this week, students are also required to complete activities in their own time (up to 2 hours each day).
- Attendance is mandatory as knowledge sharing and exchange of ideas for industry expertise is a key component

Flexibility associated with face-to-face classes may be required due to COVID restrictions or other factors, whereby classes may be postponed or delivered virtually.

Qualification awarded

Upon satisfactory completion of all the assessment requirements, the student will be issued with a Certificate IV in Project Management Practice qualification and accompanying certificate. Those students who do not complete this course will receive a Statement of Attainment for the units completed.

Student handbook

For further information about our training policies and procedures please refer to the AMCA Student Handbook which can be [downloaded from the AMCA Australia website](#) and Learning Management System (LMS).

AMCA refund and cancellation policy

*A full refund of \$1,500 of the enrolment fee will be given if AMCA is notified in writing within 10 working days of the course commencement date. Student 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 due to insufficient registrations or other reasons beyond their control.

Course structure

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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
BSBPMG425	Apply project information management and communication techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement techniques
BSBPMG429	Apply project stakeholder engagement techniques
BSBOPS405	Organise business meetings

Fee structure

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Course cost includes course materials, morning/afternoon teas and lunches. Course cost **DOES NOT** include airfares and accommodation.

Payment schedule - Victorian intake		
	AMCA member pricing	Non-member pricing
Enrolment fee	\$1,500*	\$1,500*
Per unit	\$377 X 9 units (Including RPL)	\$573 X 9 units (Including RPL)
Total	\$4,895 per student	\$6,655 per student
Replacement certificate	\$25	\$25

For fees in other states, visit the [accredited qualifications page](#) of the AMCA Australia website.

Payment structure

- 50% of the unit tuition will be invoiced on commencement of the unit.
- The remaining 50% of the unit tuition will be invoiced upon completion of the unit.



National office

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