

**BSB41507 CERTIFICATE IV
IN PROJECT MANAGEMENT**

AND

**CERTIFIED ASSOCIATE OF
PROJECT MANAGEMENT (CAPM)**





BSB41507 CERTIFICATE IV IN PROJECT MANAGEMENT & CERTIFIED ASSOCIATE OF PROJECT MANAGEMENT (CAPM)

What is it?

Certificate IV of Project Management is a nationally recognised qualification based on theoretical and practical learning.

Why get qualified as a Project Manager?

Becoming qualified in a Cert IV and CAPM is now considered important for a lucrative career in Project Management.

Why train your employees in Project Management?

As well as benefits to an employee's career growth and development, organisations can benefit from providing their staff formal training in Project Management. Some positive outcomes of training achieved in organisations include:

- Improved staff retention.
- Projects delivered on time and on budget.
- Formally qualified project management teams that are attractive to clients.

What is involved in completing the course and getting qualified?

Courses can be delivered in classroom format or online. The classroom/workshop is the most common delivery format and takes place at APMI's training facilities in Brisbane, Sydney and Canberra. Internationally, we deliver in cities throughout China (including Hong Kong), South Korea and Taiwan.

It is possible for courses to take place at a pre-arranged venue for corporate or group enrolments. Courses are generally delivered over consecutive days however flexible delivery options can be easily arranged.

Why choose APMI?

APMI is a specialist Project Management training institution operated by a team of industry professionals. With a wealth of frontline management experience, APMI trainers will provide you with practical skills to apply course knowledge to real workforce scenarios.



Australian Project Management Institute

w | www.apmi.com.au
f | +61 7 3420 0563
t | +61 7 3420 0641





APMI is one of the few accredited training organisations in Australia that can provide a dual course from which both a Certificate IV and CAPM can be achieved. APMI's courses will provide you with the tools, formal education hours, PDUs and professional portfolio to complete a national and international qualification that is recognised in 167 countries in a single timeframe.

How does it work?

APMI conducts both public schedule and corporate training courses. The course duration is three days; however flexible delivery options are available. Courses run throughout the year at APMI's training facilities in Brisbane, Sydney, and Canberra, as well as in many cities throughout China (including Hong Kong), South Korea and Taiwan.

In-house training can be arranged at your organisation's headquarters or preferred venue.

Qualification Recognition

The Certificate IV in Project Management is an Australian nationally-recognised qualification. CAPM is an internationally recognised qualification, certified by the Project Management Institute in the USA.

How will I be assessed?

Assessments are competency-based, meaning that rather than formal exams, the course focuses on the development of relevant skills and knowledge through practical activities. Participants are assessed through a combination of activities and exercises based on actual and simulated project management scenarios. To achieve the CAPM participants are required to undertake an additional exam.

What should I do now?

For more information regarding this course and many others, please complete an application form attached with this information. You can also complete this form online at www.apmi.com.au or call our training centre on +61 7 3420 0641.

Enrolment

For an information kit, please contact APMI on +61 7 3420 0641 or email support@apmi.com.au

COURSE NAME	Certificate IV in Project Management & Certified Associate of Project Management (CAPM)
COURSE NUMBER	BSB41507
DURATION	3 days
PREREQUISITES	There are no formal prerequisites to undertake this course.



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COURSE OVERVIEW

In Certificate IV in Project Management and/or CAPM course, participants will develop knowledge and skills required of entry level Project Managers and project team members. A comprehensive and consistent understanding of project management processes and terminology will allow participants to enhance their contributions to a team's success.

APMI's Certificate IV in Project Management is constructed to prepare participants for the CAPM examination. The course includes the required hours of formal education and acquisition of PDUs to complete the examination. In addition, curriculum outcomes are centred on understanding and applying the nine knowledge areas of the internationally recognised Project Management Body of Knowledge (PMBOK). APMI is one of the few training institutions in Australia offering completion of both courses at once.

Recommended For:

Project team members, project office support staff and project managers who wish to reinforce and formalise their on the job skills with a qualification.

Accreditations:

The Diploma of Project Management is recognised and accredited by the Project Management Institute (PMI) in the USA and by Australian Qualifications Training Framework (AQTF).

Certificate IV is the ideal step to take towards achieving a Diploma of Project Management.

Completing Certificate IV in Project Management with APMI provides 21 Professional Development Units (PDUs) and training towards achieving the internationally recognised qualification of Certified Associate in Project Management (CAPM).

Delivery:

Courses are delivered in a combination of workshops and other flexible mediums centred on practical learning. Assessments are competency based and focus on participants' acquirement of skills and knowledge. These are examined through a combination of activities and exercises based on real and simulated project management scenarios.

COURSE CONTENT AND LEARNING OBJECTIVES

On completion of the Certificate IV of Project Management and CAPM Preparation, participants will be competent in applying techniques for:

SCOPE MANAGEMENT	Work breakdown structure (WBS), verification and control
TIME MANAGEMENT	Activity sequencing, project resource and duration estimation, schedule development and control
QUALITY MANAGEMENT	Quality planning, assurance and control
COST MANAGEMENT	Cost estimation, budget and control
HUMAN RESOURCE MANAGEMENT	Team acquisition, development and management
COMMUNICATIONS MANAGEMENT	Information distribution, performance reporting and stakeholder management
RISK MANAGEMENT	Risk identification, qualitative and quantitative analysis, risk response planning, monitoring and control
CONTRACTING AND PROCUREMENT	Purchases and acquisitions, contracting, request seller responses, select sellers, contract administration and closure