



Certificate III in Project Administration:

Graduates of the [Project Planning Breakthrough](#) courses can now gain a 10927NAT Cert III in Project Administration qualification.

We can complete this with you and your organisation by means of:

1. Recognition of Prior Learning through an evidence portfolio and an assessment. We provide each candidate an assessment book which outlines the type of evidence they need to provide in order to show that they are competent in each area. Coaching is provided via organised phone and WebEx meeting throughout the process. Students then have a workplace assessment linked to their evidence portfolio.
2. A face to face method which is offered in flexible options. This can be done either as a week, or over a number of days across several months, evening classes, or weekend delivery. These flexible solutions will offer you and your organisation the opportunity to complete the programs with support from the dedicated Facilitator and assessor of these programs who will work with your team to ensure the practical application and knowledge, with the theory and skills are met for you.

Priority Management is also globally recognised training provider with the Project Management Institute, graduates of both Priority Management's Working Smart with Microsoft Project and Project Planning Breakthroughs courses can obtain Professional Development Units.

Project Planning Breakthrough	1161-PMB00020	21PDU's
Working Smart with Microsoft Project	1161-TN061161	7PDU's



10927NAT CERT III in Project Administration is suitable for people who work on or are involved in projects but don't manage or supervise the project. Assessment via RPL and RCC is suitable for those who have experience in working on a project or administering project documentation and logistics. To achieve the qualification, 10927NAT Certificate III in Project Administration, the learner must be assessed as competent in 9 units; 8 core and 1 electives. The core units are;

UNIT 1: **NAT10927001** Assist in project scope creation and implementation management.

- Element 1.1 – Assist with scope development
- Element 1.2 – Implement established scope controls
- Element 1.3 – Monitor project progress

UNIT 2: **NAT10927002** Assist in schedule creation and project time management

- Element 2.1 – Distribute project schedule to team members
- Element 2.2 – Assist in monitoring the project schedule
- Element 2.3 – Contribute to project schedule records

UNIT 3: **NAT10927003** Apply project quality requirements

- Element 3.1 – Participate in project quality planning
- Element 3.2 – Monitor project quality
- Element 3.3 – Participate in continuous improvement processes

UNIT 4: **NAT10927004** Aid project budget development and cost control

- Element 4.1 – Obtain budget information
- Element 4.2 – Monitor achievement of the project budget
- Element 4.3 – Aid finalisation of financial records

UNIT 6: **NAT10927005** Contribute to the establishment and implementation of project communications

- Element 5.1 – Assist in communications plan development
- Element 5.2 – Participate in project communication
- Element 5.3 – Contribute to review of communication processes

UNIT 6: **NAT10927006** Assist in identification and implementation of project risk strategies

- Element 6.1 – Provide administrative support
- Element 6.2 – Monitor and record risk-control activities
- Element 6.3 – Participate in risk outcomes review

UNIT 7: **NAT10927007** Administer project human resource requirements

- Element 7.1 – Record agreed human resource requirements
- Element 7.2 – Maintain human resource records
- Element 7.3 – Finalise project human resource documentation

UNIT 8: **NAT10927008** Support the implementation of project procurement policies

- Element 8.1 – Participate in procurement planning
- Element 8.2 – Follow procurement procedures

The elective unit can be chosen from the following;

UNIT **BSBWHS307** Apply knowledge of WHS legislation in the workplace

UNIT **BSBLDR301** Support effective workplace relationships

UNIT **BSBSTR301** Contribute continuous improvement

UNIT **BSBHRM413** Support the learning and development of teams and individuals

UNIT **BSBTWK201** Work effectively with others

UNIT **BSBPEF301** Organise personal work priorities

UNIT **BSBWRT311** Write simple documents

UNIT **BSBOPS303** Organise Schedules.

This unit describes the skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

It applies to individuals employed in a range of work environments who provide administrative support to teams and individuals.

Contact:

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