

Priority Management Australia

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Priority[®]

A Better Way To Work

10927NAT

Certificate III in Project Administration





A Better Way To Work



INTRODUCTION

The **10927NAT Certificate III in Project Administration** is designed for individuals looking to build a strong foundation in project administration. This nationally recognised qualification develops the practical skills and knowledge needed to effectively support projects from start to finish.

Whether you are new to project environments or looking to formalise your on-the-job experience, this program provides the essential tools to become a confident and capable project administrator..

We can complete this with you and your organisation through one of two pathways:

1. Recognition of Prior Learning (RPL)

If you already have experience working in project administration, you may be able to complete your qualification through RPL. You will compile an evidence portfolio supported by structured assessment activities. Our secure online Learning Management System (LMS) will guide you through each step, and you will have access to optional coaching sessions via Microsoft Teams for personalised guidance and feedback.

2. Self-Paced eLearning

Our self-paced eLearning gives you the freedom to learn whenever it suits you. You will work through interactive online modules and assessments at your own pace, with the option to access personalised coaching sessions via Microsoft Teams for extra support and guidance whenever you need it

Graduates of our *Working Smart with Microsoft Project* and *Project Planning Breakthroughs* courses can also earn Professional Development Units (PDUs). These PDUs can be applied toward the continuing certification requirements (CCR) for maintaining PMI credentials.

Project Planning Breakthroughs – 1161-PMB00020 – 21 PDUs

Working Smart with Microsoft Project – 1161-TN061161 – 7 PDUs



TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 1 elective unit, listed below.

Core Units

01 **NAT10927001 - Assist in project scope creation and implementation management**

Learning Outcomes

Assist with scope development
Implement established scope controls
Monitor project progress

What to Expect

Learn how projects are defined and what “scope” really means.
Try simple tools like scope templates and change logs to see how scope is recorded and updated.

02 **NAT10927002 - Assist in schedule creation and project time management**

Learning Outcomes

Distribute project schedule to team members
Assist in monitoring the project schedule
Contribute to project schedule records

What to Expect

Work with project schedules, learning how tasks and deadlines are set.
Practice using scheduling tools like Gantt charts or basic software.
Check progress and update a schedule when things change.

03 **NAT10927003 - Apply project quality requirements**

Learning Outcomes

Participate in project quality planning
Monitor project quality
Participate in continuous improvement processes

What to Expect

How projects maintain quality and meet standards.
Practice giving feedback on quality issues in a clear and simple way.

TABLE OF CONTENTS *Continued*

To complete this qualification, students must complete 8 core units and 1 elective unit, listed below.

Core Units

04 **NAT10927004 - Aid project budget development and cost control**

Learning Outcomes

Obtain budget information
Monitor achievement of the project budget
Aid finalisation of financial records

What to Expect

How project costs are planned and tracked.
Practice using spreadsheets or cost sheets to record expenses.
What to do if spending goes over or under budget.

05 **NAT10927005 - Contribute to the establishment and implementation of project communications**

Learning Outcomes

Assist in communications plan development
Participate in project communication
Contribute to review of communication processes

What to Expect

Learn how project teams keep in touch and share information.
Create simple communication plans and practice distributing updates.
Make sure messages reach the right people in the right way.

06 **NAT10927006 - Assist in identification and implementation of project risk strategies**

Learning Outcomes

Provide administrative support
Monitor and record risk-control activities
Participate in risk outcomes review

What to Expect

Identify what risks are and how they can affect a project.
Learn how to report risks to managers clearly.

TABLE OF CONTENTS *Continued*

To complete this qualification, students must complete 8 core units and 1 elective unit, listed below.

Core Units

07 **NAT10927007 - Administer project human resource requirements**

Learning Outcomes

Record agreed human resource requirements
Maintain human resource records
Finalise project human resource documentation

What to Expect

How project roles and responsibilities are organised.
How project HR information is collected and reported at the end.

08 **NAT10927008 - Support the implementation of project procurement policies**

Learning Outcomes

Participate in procurement planning
Follow procurement procedures

What to Expect

How projects purchase goods and services.
How procurement is reviewed at the end of a project.



TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 1 elective unit, listed below.

Elective Units

01 BSBWHS307 – Apply knowledge of WHS laws in the workplace

Learning Outcomes

Understand basic Work Health and Safety (WHS) laws and responsibilities.
Apply workplace policies and procedures to meet WHS requirements.
Recognise hazards and know how to report them.

What to Expect

Learn the essentials of workplace safety.
Practice reporting hazards and suggesting simple improvements.

02 BSBTWK201 – Work effectively with others

Learning Outcomes

Develop teamwork and cooperation skills in the workplace.
Contribute to group tasks and goals.
Respect and support diversity in a team environment.

What to Expect

Learn how to work well with others in projects.
Practice giving and receiving feedback in a team.

03 BSBLDR301 – Support effective workplace relationships

Learning Outcomes

Build positive workplace relationships.
Handle conflict and support effective teamwork.
Communicate clearly with supervisors, colleagues, and clients.

What to Expect

Learn how to develop professional working relationships.
Practice communication strategies to improve collaboration.

04 BSBPEF301 – Organise personal work priorities

Learning Outcomes

Plan and schedule work tasks to meet deadlines.
Monitor own progress and adjust priorities.
Use organisational tools to improve productivity.

What to Expect

Learn how to manage your time effectively.
Practice managing workload to meet deadlines.

TABLE OF CONTENTS

To complete this qualification, students must complete 8 core units and 1 elective unit, listed below.

Elective Units

05 BSBSTR301 – Contribute to continuous improvement

Learning Outcomes

Suggest improvements to workplace processes.
Support implementation of continuous improvement systems.
Record and report outcomes of improvement activities.

What to Expect

Learn how workplaces grow and improve over time.
Practice recording and reporting ideas to managers.

06 BSBWRT311 – Write simple documents

Learning Outcomes

Create simple workplace documents such as letters, reports, and forms.
Apply correct structure, style, and grammar.
Proofread and check documents for accuracy.

What to Expect

Learn to write clear, professional documents.
Practice in preparing short reports, memos, and workplace forms.

07 BSBHRM413 – Support the learning and development of teams and individuals

Learning Outcomes

Assist with workplace training and development activities.
Record learning outcomes and provide feedback.
Support individuals and teams to build their skills.

What to Expect

Learn how training and development is supported in workplaces.
Explore scenarios where you help identify staff training needs.
Practice recording learning progress and giving encouragement.

08 BSBOPS303 – Organise schedules

Learning Outcomes

Prepare, communicate, and monitor schedules for others.
Use scheduling tools and software.
Ensure activities are tracked and updated as needed.

What to Expect

Learn to manage simple schedules in a workplace.
Use templates or software like Outlook or Excel.
Practice organising meetings, tasks, and timelines.



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Priority Management Australia

At Priority Management Australia, we are committed to delivering exceptional training and ongoing personalised one-on-one coaching to ensure that every participant not only meets but exceeds their potential.

Our promise is to provide top-tier training and continuous support, empowering you to achieve your highest goals and thrive in your career.

Contact Us

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