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A Better Way To Work

**BSB40920**

# **CERTIFICATE IV IN PROJECT MANAGEMENT**





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# INTRODUCTION

The BSB40920 Certificate IV in Project Management Practice is designed for individuals looking to build practical skills and confidence in supporting and contributing to projects. This nationally recognised qualification provides you with the tools to assist in project planning, monitoring, and delivery, while working as part of a project team.

Whether you are starting your career in project support or seeking to formalise existing experience, this program develops the essential knowledge and applied skills to contribute effectively to projects and collaborate with stakeholders.

We can deliver this program with you and your organisation through one of two pathways, giving you flexibility to meet your needs and goals.

## 1. Recognition of Prior Learning (RPL)

If you already have experience working in a project environment, 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 step by 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 allows you to study when it suits you best. 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 additional support 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* – PMB00020 – 21 PDUs

*Working Smart with Microsoft Project* – TN061161 – 7 PDUs

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*To complete this qualification, students must complete 3 core units, 3 elective units from Group A, and 3 elective units from Group B, for a total of 9 units.*

## Core Units

### **01**     **BSBPMG420 Apply project scope management techniques**

#### **Learning Outcomes**

Define project scope and objectives  
Develop a scope management plan  
Monitor, control and report on scope changes

#### **What to Expect**

Using tools to capture requirements  
Managing scope creep and stakeholder expectations

### **02**     **BSBPMG421 Apply project time management techniques**

#### **Learning Outcomes**

Define project activities and sequence  
Develop and monitor project schedules  
Control and report on time performance

#### **What to Expect**

Applying scheduling tools and milestones  
Managing delays, dependencies and deadlines

### **03**     **BSBPMG422 Apply project quality management techniques**

#### **Learning Outcomes**

Determine quality objectives and standards  
Implement quality assurance and control processes  
Review and improve quality outcomes

#### **What to Expect**

Planning and monitoring quality measures  
Ensuring project deliverables meet requirements

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## ***Elective Units - Group A***

### **01      BSBPMG423 Apply project cost management techniques**

#### **Learning Outcomes**

Develop cost estimates and budgets  
Monitor and control project expenditure  
Review financial performance

#### **What to Expect**

Applying budgeting tools and forecasts  
Managing variances and reporting costs

### **02      BSBPMG424 Apply project human resources management approaches**

#### **Learning Outcomes**

Identify HR needs and allocate roles  
Support team performance and development  
Monitor and review HR outcomes

#### **What to Expect**

Coordinating project roles and responsibilities  
Applying HR practices in project settings

### **03      BSBPMG425 Apply project information management and communications techniques**

#### **Learning Outcomes**

Develop project communication strategies  
Manage project information and reporting  
Review communication effectiveness

#### **What to Expect**

Using tools for project records and reports  
Ensuring clear, consistent communication

### **04      BSBPMG426 Apply project risk management techniques**

#### **Learning Outcomes**

Identify and assess project risks  
Develop risk management plans  
Monitor, control and report on risks

#### **What to Expect**

Applying structured risk assessment tools  
Implementing responses and mitigation strategies

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## **Elective Units - Group A**

**05**

### **BSBPMG427 Apply project procurement procedures**

#### **Learning Outcomes**

Identify procurement requirements  
Implement procurement processes  
Monitor procurement outcomes

#### **What to Expect**

Applying organisational procurement policies  
Coordinating suppliers and contract procedures

**06**

### **BSBPMG428 Apply project life cycle management processes**

#### **Learning Outcomes**

Apply project initiation processes  
Monitor and control project phases  
Finalise and review project outcomes

#### **What to Expect**

Understanding life cycle stages and handovers  
Coordinating activities across the project cycle

**07**

### **BSBPMG429 Apply project stakeholder engagement techniques**

#### **Learning Outcomes**

Identify stakeholders and expectations  
Develop engagement strategies  
Monitor and review stakeholder relationships

#### **What to Expect**

Applying communication methods for stakeholders  
Building and maintaining stakeholder support



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## **Elective Units - Group B**

**01**

### **BSBCRT411 Apply critical thinking to work practices**

#### **Learning Outcomes**

Apply structured problem-solving methods  
Analyse information for better decisions  
Support others in applying critical thinking

#### **What to Expect**

Using questioning and reasoning tools  
Embedding analysis in daily work practices

**02**

### **BSBLDR413 Lead effective workplace relationships**

#### **Learning Outcomes**

Build trust and effective workplace relationships  
Lead communication and collaboration  
Support conflict resolution and feedback

#### **What to Expect**

Leading teams with professionalism  
Applying strategies to strengthen workplace culture

**03**

### **BSBLEG522 Apply legal principles in contract law matters**

#### **Learning Outcomes**

Identify legal principles in contract law  
Interpret contract requirements and obligations  
Apply legal knowledge in workplace situations

#### **What to Expect**

Understanding contracts and compliance  
Supporting lawful contract administration

**04**

### **BSBOPS401 Coordinate business resources**

#### **Learning Outcomes**

Identify and allocate business resources  
Monitor and report on resource use  
Implement efficiency improvements

#### **What to Expect**

Coordinating materials, staff and assets  
Ensuring effective and sustainable use of resources

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## **Elective Units - Group B**

### **05      BSBPEF401 Manage personal health and wellbeing**

#### **Learning Outcomes**

Identify personal wellbeing needs  
Implement health and wellbeing strategies  
Monitor and maintain work-life balance

#### **What to Expect**

Building resilience and stress management skills  
Applying strategies to support long-term wellbeing

### **06      BSBPEF402 Develop personal work priorities**

#### **Learning Outcomes**

Plan and prioritise work tasks  
Use technology to manage workload  
Monitor and improve personal productivity

#### **What to Expect**

Applying time management techniques  
Balancing competing priorities effectively

### **07      BSBSUS411 Implement and monitor environmentally sustainable work practices**

#### **Learning Outcomes**

Identify and implement sustainability practices  
Monitor resource usage and efficiency  
Report and review sustainability outcomes

#### **What to Expect**

Applying workplace sustainability strategies  
Reducing environmental impact of operations

### **08      BSBTEC403 Apply digital solutions to work processes**

#### **Learning Outcomes**

Identify opportunities for digital solutions  
Implement technology to improve processes  
Monitor and review outcomes

#### **What to Expect**

Applying digital tools to workplace tasks  
Improving efficiency through technology

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## ***Elective Units - Group B***

### **09      BSBTEC404 Use digital technologies to collaborate in a work environment**

#### **Learning Outcomes**

Select and use collaboration tools  
Share and manage information digitally  
Review effectiveness of collaboration

#### **What to Expect**

Applying online platforms for teamwork  
Supporting virtual and hybrid collaboration

### **10      BSBWHS411 Implement and monitor WHS policies, procedures and programs**

#### **Learning Outcomes**

Identify hazards and assess risks  
Implement WHS procedures and systems  
Monitor compliance and provide support

#### **What to Expect**

Applying WHS legislation in daily work  
Promoting a culture of workplace safety

### **11      BSBXCS401 Maintain security of digital devices**

#### **Learning Outcomes**

Identify threats and risks to digital devices  
Apply security controls and procedures  
Monitor and report on device security

#### **What to Expect**

Implementing cyber safety practices  
Protecting devices and information from risks



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## **Elective Units - Group B**

### **12**      **CPPDSM4047 Implement and monitor procurement process**

#### **Learning Outcomes**

Identify procurement requirements  
Implement procurement procedures  
Monitor and review procurement outcomes

#### **What to Expect**

Applying organisational procurement systems  
Ensuring compliance and accountability

### **13**      **MSMENV472 Implement and monitor environmentally sustainable work practices**

#### **Learning Outcomes**

Implement environmental sustainability practices  
Monitor resource use and efficiency  
Report on environmental outcomes

#### **What to Expect**

Applying environmental regulations at work  
Reducing impact through sustainable practices

### **14**      **PSPETH002 Uphold and support the values and principles of public service**

#### **Learning Outcomes**

Apply public service values and principles  
Model ethical and professional behaviour  
Support accountability and transparency

#### **What to Expect**

Promoting integrity and ethical conduct  
Reinforcing values in daily work practices

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## **Elective Units - Group B**

**15**

### **PSPGEN043 Apply government processes**

#### **Learning Outcomes**

Identify and apply government processes  
Operate within legislative and policy frameworks  
Support implementation of government systems

#### **What to Expect**

Understanding how government systems function  
Working effectively in a public sector context

**16**

### **PSPPCY004 Support policy implementation**

#### **Learning Outcomes**

Identify policy requirements and objectives  
Support processes for implementation  
Monitor and review policy outcomes

#### **What to Expect**

Assisting in applying new policies  
Supporting evaluation and reporting activities

**17**

### **TLIE4006 Collect, analyse and present workplace data and information**

#### **Learning Outcomes**

Gather workplace data and information  
Analyse data to identify trends and issues  
Present findings to stakeholders

#### **What to Expect**

Using workplace data for decision-making  
Preparing reports that inform improvements



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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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