



wisdom

Certificate IV in Project Management (BSB41507)



Work effectively in a project team

Overview

This program, for which Wisdom has applied for funding under the Australian Government's Productivity Places Program (PPP), is designed to equip aspiring project managers with best practice project management skills and knowledge to apply in a project team.

The program is open for registration for full fee-paying participants who are not eligible to receive PPP funding.

The program provides participants with a working knowledge of project management principles and processes and the application of tools, techniques and methods crucial to a successful project. The program is aligned to the internationally recognised Project Management Body of Knowledge (PMBOK®) methodology and focuses on the application of best practice principles to projects.

The program is aimed at meeting the needs of learners who want to enhance their skills working as a member of a project team or want to become a project manager.

Benefits

- Achieve a nationally recognised qualification.
- Provides a pathway to the Diploma of Project Management.
- Develop a sound understanding of project management principles, processes and systems.
- Receive a variety of useful tools and resources to apply during implementation and planning of a project.
- Develop transferable project management skills.
- Share experiences and knowledge with other project managers.
- Directly improve project management practices by utilising workplace examples in activities and assessments.
- Learn from experienced facilitators who will share their expertise in project management and work closely with you to achieve your qualification.

Qualification

Upon successful completion of the program, you will be issued with the Certificate IV in Project Management (BSB41507).

The program has been designed to meet the needs of most project environments and includes the following units of competency:

- BSBPMG401A Apply scope management techniques
- BSBPMG402A Apply time management techniques
- BSBPMG403A Apply cost management techniques
- BSBPMG404A Apply quality management techniques
- BSBPMG405A Apply human resources management approaches
- BSBPMG406A Apply communications management techniques
- BSBPMG407A Apply risk management techniques
- BSBPMG408A Apply contract and procurement techniques.

Wisdom facilitators will guide you through these units, sharing their expertise and using leading edge methodologies to create a fun and focused learning environment.

Commitment

The face to face commitment to complete this qualification is five full-day workshops that will be held between March and October 2012.

Option 1 (spaced delivery)

Four full-day workshops and two half-day workshops each scheduled three weeks apart plus online and work based activities.

Option 2 (intensive delivery)

Two blocks of two full-day and one half-day workshops scheduled six weeks apart plus online and work based activities.

Recognition of Prior Learning (RPL)

Wisdom offers all prospective learners for the Certificate IV in Project Management BSB41507 Recognition of Prior Learning (RPL).

RPL is an assessment process that recognises current skills and experience gained from work, life experience, or formal study.

The assessment process will involve you collecting evidence against the requirements of the units of competency. Your assessor will support you to gather this evidence and will then examine the evidence you provide to prove you have the necessary knowledge and skills for RPL.

Your evidence can include

- samples of work, projects and materials
- third party input from managers and/or peers
- written reports
- interviews with your assessor.

For further details on how you can initiate the RPL process, please call our team on 02 6257 8588.

Cost

The full face-to-face delivery participant fee for this program is \$3,950. The fee for recognition of prior learning (RPL) for this qualification is \$300 per unit of competency.

The Wisdom experience

At Wisdom you get more than a qualification – you get the Wisdom experience.

Wisdom applies an active, learner-centred model, underpinned by contemporary adult learning theory. As a result the focus is always on ensuring the learning:

- can be directly related back to your workplace
- has the flexibility to meet your needs
- involves interactive activities such as group discussions, case studies and scenarios.

To support your learning Wisdom provides:

- access to experienced facilitators who support you throughout the qualification
- prompt and friendly administrative support
- a comprehensive manual
- workshop materials and resources
- useful readings, handouts and links
- gourmet catering for each workshop
- easy access to parking.

The face-to-face delivery can be held at Wisdom's state-of-the art learning centre at Fairbairn in the airport precinct. The centre offers a spacious, quality learning environment for a true change from day-to-day business.

Learning Model

The Certificate IV in Project Management program applies accelerated learning techniques using the Wisdom Way Learning Model. Benefits of the model include sharing of knowledge and experience; immediate application of learning and support and assistance from qualified, experienced facilitators.



Learning activities can include:

- **Workshops/ Learning groups:** Structured learning sessions that provide the key content of the program and a range of learning activities.
- **myWISDOM:** The Wisdom virtual learning environment ‘myWISDOM’ is an online learning space that provides participants with the opportunity to collaborate, share links and resources and reflect upon and discuss their learning journey.
- **Networking and knowledge sharing:** Participants enhance learning through sharing knowledge, experience and resources within and outside learning groups and workshops. Wisdom assists and encourages participants to network to augment learning and knowledge sharing and the development of business networks and collaborative professional relationships.
- **Readings and other resources:** Participants are provided with resources that underpin learning and provide the depth and breadth of the program’s content. Readings and resources will reflect contemporary theories, models, best practice guidelines.
- **Workplace tasks and activities:** Participants undertake a range of practical tasks and activities relevant to modern organisations. These tasks and activities will form the majority of the assessment requirements for the program.

Interested?

To find out more about this program, please contact our friendly team on **02 6257 8588** or email info@wisdomlearning.com.au.

Certificate IV in Project Management (condensed)*

*please note this schedule is subject to change

Event	Date	Time
Workshop 1: Day 1	Wednesday 21 March 2012	9:00am - 4:30pm
Workshop 1: Day 2	Thursday 22 March 2012	9:00am - 4:30pm
Workshop 2: Day 1	Tuesday 8 May 2012	9:00am - 4:30pm
Workshop 2: Day 2	Wednesday 9 May 2012	9:00am - 4:30pm
Workshop 2: Day 3	Thursday 10 May 2012	9:00am - 4:30pm
Consolidation and Evaluation	Wednesday 20 June 2012	9:00am - 12:30pm

or

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Event	Date	Time
Introduction to the Course	Wednesday 28 March 2012	9.00am-12.30pm
Apply Project Scope Management Techniques and Apply Schedule Management Techniques	Wednesday 18 April 2012	9.00am-4.30pm
mywisdom e-learning activity	Wednesday 9 May 2012	No attendance at the WISDOM Learning Centre required
Apply Cost Management Techniques and Apply Contract and Procurement Procedures	Wednesday 30 May 2012	9.00am-4.30pm
Apply Quality Management Techniques and Apply Risk Management Techniques	Wednesday 20 June 2012	9.00am-4.30pm
mywisdom e-learning activity	Wednesday 11 July 2012	No attendance at the WISDOM Learning Centre required
Apply Human Resources Management Techniques and Apply Communications Management Techniques	Wednesday 1 August 2012	9.00am-4.30pm
Consolidation and Evaluation	Wednesday 22 August 2012	9.00am-12.30pm