Creative Vision
Innovation Training Learning

CREATIVEVISION
TRAINING
RTO 46013

2025

BSB40920

Certificate IV
 Project Management Practice

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COURSE INFORMATION

What is this qualification about?

Project management practice involves the application of knowledge, skills, tools, and techniques to project activities to meet project requirements efficiently and effectively. It encompasses several key phases, including initiation, planning, execution, monitoring and controlling, and closing. Successful project management requires clear goal setting, resource allocation, risk management, and communication among stakeholders

Who should do this course?

- Aspiring project managers and team leaders.
- Professionals seeking to formalize their project management skills.
- Individuals aiming for career advancement in project coordination or administration

This program is designed for current project team members and project managers, project or program administrators and anyone new to project management seeking to develop the skills and knowledge necessary to work effectively in the field. This can be either assisting in the planning, management and control of projects or managing one's own smaller project.

What jobs will this qualification help me get?

This qualification prepares students for roles where managing scope, time, cost, and quality is essential.

- Project Coordinator
- Contracts Officer
- Project Administrator

WHY CHOOSE US?

t skills to make money, Find your passion, Find yourself, Tell your story your way. Show up as who you should be, Believe in yourself!

HIGHLY QUALIFIED PROFESSIONALS

FRIENDLY AND SUPPORTIVE TRAINERS

CREATE A LIFE YOU LOVE!

ONE TO ONE STUDENT SUPPORT

WE ARE HERE TO ASSIST YOU

ABOUT CREATIVE VISION TRAINING

WELCOME TO CREATIVE VISION TRAINING
Creative Vision Training was registered May 2023 as an RT0 (ID 46013)

Previous to registering the RTO we have had a presence in the Vocational Education and Training Industry as a training consultancy since 2008 . We work with RTO's, Job Service Providers and private and government organizations to deliver programs to client groups and individuals.
We offer non-accredited customised programs, and accredited national qualifications.

Creative Vision Training is dedicated to delivering high-quality and flexible training, with an emphasis on student support.
We provide face to face workshops and an online learning environment, and 24/7 access to course content.

We have over 40 years experience in vocational a and higher education development and delivery.
Our values are:
Meeting client needs
Customer service
Student wellbeing
Current and comprehensive training and assessment
Innovative educational training design
Compliance with the Standards for RTOs 2015 and relevant legislation.

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MEET
THE TEAM

Anne Buhagiar

Founder, Trainer and Assessor

Anne has been in the vocational education and training sector for over 40 years. For the first 25 years Anne worked for TAFE NSW as a trainer and as a curriculum and resource designer, accreditation and assessment policy officer and in flexible learning professional development. During this time Anne was also project manager for a number of National projects.

In the past 12 years, Anne has run her own business as an instructional designer and e-learning consultant, also as a face to face and online trainer for TAE, Project Management and Leadership and Management.

In 2023 Anne registered Creative Vision Training as an RTO and is focusing on quality management and compliance with the Standards for RTOs 2015, soon to be 2025 and the development of learner friendly learning materials.

Anne holds a Master of Education in Curriculum Development and Educational Psychology, Vocational qualifications include TAE50116 VET and TAE50216 Design and Development, and the TAE40122 Certificate IV in Training and Assessment, BSB40920 Certificate IV in Project Management Practice and BSB40320 Certificate V in Entrepreneurship and New Business BSB50215 Diploma of Business and BSB51615 Diploma of Quality Auditing, BSB61015 Advanced Diploma of Leadership and Management, PSP50112 Diploma of Government.

Michael Buhagiar

Project Management Specialist Trainer and Assessor

Michael Buhagiar taught in the School of Project Management and its predecessor at the University of Sydney from 2014 to 2024. During that time he also taught extensively in the vocational system. Michael's industry background is in textbook publishing for an American global company. He holds two Masters degrees in project management and a doctorate in another discipline, and his vocational qualifications include BSB50820 Diploma of Project Management, TAE40116 Certificate IV in Training and Assessment, TAE50211 Diploma of Training Design and Development, and TAE50116 Diploma of Vocational Education and Training. Michael holds the Project Management Professional certification from the Project Management Institute.

BSB40920 CIV PROJECT MANAGEMENT PRACTICE

COURSE DESCRIPTION

The BSB40920 Certificate IV in Project Management Practice is a comprehensive qualification that equips learners with essential project management knowledge and skills. Covering key phases of project management—including initiation, planning, execution, monitoring, and closing—the course emphasizes practical application to ensure graduates can meet project requirements efficiently and effectively.

What You'll Learn
- Applying risk management techniques to projects
- Effectively define project scope and apply scope controls
- Foundations of managing small to large projects using the PMBOK 10 knowledge areas
- Assisting in the management of project human resources and stakeholder information.

Duration:
- Part-time: 12 months

Course Structure

The core and elective units apply to individuals who support project managers and other team members.

CORE UNITS: Complete all three core units.

BSBPMG420 Apply project scope management techniques
This unit describes the skills and knowledge required to contribute to the project's scope by assisting with identifying its objectives, deliverables, constraints, assumptions and outcomes. It also involves applying controls once the project has commenced and contribute to reviewing the suitability of those controls.
The unit applies to individuals who support project managers and other team members to apply project scope management techniques.

BSBPMG421 Apply project time management techniques
This unit describes the skills and knowledge required to assist with project scheduling activities, apply and monitor the agreed project schedule, and evaluate the effectiveness of time management for the project.

BSBPMG422 Apply project quality management techniques
This unit describes the skills and knowledge required to enhance project outcomes by contributing to quality planning, applying quality policies and procedures, and contributing to continuous improvement in projects.

ELECTIVE UNITS: Choose six elective units.

BSBPMG423 Apply project cost management techniques
This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying and facilitating the learning and development needs of people working on the project and resolving conflict in the team.

BSBPMG424 Apply project human resources management approaches
This unit describes the skills and knowledge required to assist with aspects of human resources management of a project. It involves establishing human resource requirements, identifying and facilitating the learning and development needs of people working on the project and resolving conflict in the team.

BSBPMG425 Apply project information management and communications techniques
This unit describes the skills and knowledge required to provide a critical link between people, ideas and information at all stages in the project life cycle. It involves assisting the project team to plan communications, communicating information related to the project, and reviewing communications.

BSBPMG426 Apply project risk management techniques
This unit describes the skills and knowledge required to assist with aspects of risk management in a project. It specifically involves planning for, controlling and reviewing risks associated with the project, and assisting in this process where required.

BSBPMG427 Apply project procurement procedures
This unit describes the skills and knowledge required to assist with procurement for a project. It involves identifying procurement requirements, assisting with supplier selection, conducting procurement activities, and assisting with procurement finalization activities for the project.

BSBPMG428 Apply project life cycle management processes
This unit describes the skills and knowledge required to assist in implementing project life cycle management processes.

BSBPMG429 Apply project stakeholder engagement techniques
This unit describes the skills and knowledge required to assist in managing stakeholder relationships during a project. It involves ensuring timely and appropriate involvement of key individuals, organisations and groups throughout the project.

TRAINING DELIVERY

Our training is delivered through a flexible, blended learning model incorporating:

- Online Learning: Access course materials and resources through the Creative Vision Learning platform. Via the portal students gain access to online learning materials, recorded webinars for content and assessments, case studies, ebooks, learning tasks, videos, resources,
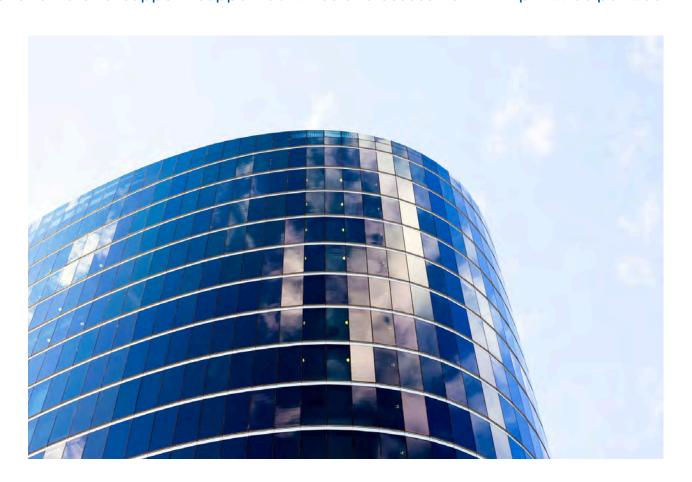
Duration and Delivery :

The suggested duration is 12 months, but the qualification can be completed in a shorter time depending on the time a learner has available for online learning and assessment.

Support for students includes -

- Assigned an assessor that supports and coaches for the whole qualification
- Course Orientation for new students
- Scheduled virtual Seminars for each unit and weekly virtual tutorials.
- Drop-in support sessions with assessor as requested.

Delivery pattern - 3 evenings per week via zoom videoconference
Weekly workshop - Compulsory subject matter delivery 6 - 9pm
Optional Tutorial support -support activities and assessment 6 - 9 pm twice per week.

ASSESSMENT

Assessments are designed to reflect real-world project management scenarios and may include:
- Practical Exercises: Apply knowledge to practical tasks.
- Workplace-based Projects: Demonstrate competency through actual or simulated workplace activities.
- Role-plays and Presentations: Some assessments may require video evidence to showcase skills.

ASSESSMENT PLAN

For each unit the assessment will consist of

- Knowledge questions
- Performance tasks
- Two projects

Completed assessment tasks are due at the end of each month after the unit is delivered to the learner. An additional 2- 3 months and tutorial assistance will be available at the end of delivery if additional time is required to complete assessment tasks. By keeping up with this schedule learners will be able to complete the course within twelve months. There is flexibility for learners who are able to complete assessment tasks earlier to do so. Recognition of Prior Learning is also available by providing evidence of skills and knowledge of the subject matter. More details about RPL can be found in the learner handbook on our website: www.creativevisiontraining.edu.au

LEARNING RESOURCES

Students will have access to a range of resources to support their learning journey:

Interactive content,
Online textbooks, and
Email Support forums
Videos
Social Media group

PMI Student Membership:

Creative Vision Training will provide a complimentary 12-month PMI student membership to the Project Management Institute (PMI), to learners who are enrolled and fully paid to do the BSB40920 CIV Project Management Practice with us.

Benefits of PMI Membership:
- Access to the latest project management standards and best practices.
- Networking opportunities with global project management professionals.
- A wide range of tools and resources for studies and future career development.

Pathways from the Qualification

After achieving this qualification candidates may wish to undertake BSB50820 Diploma of Project Management.

You may be eligible for some advanced standing in the first year of an undergraduate university degree, depending on program and university choice.

Entry Requirements

In order to succeed in our online qualifications, our students are required to:
- Be 18 years or older at the time of registration
- Demonstrate the required level of competency in English language, literacy and numeracy (LLN) skills

While there is no formal prerequisite study required to enter this qualification, it is beneficial for students to have some relevant industry experience to assist with the learning application required for this course. This may have been obtained through formal and/or informal training, work experience and life experience.

Technical Requirements

You will need regular access to a laptop, desktop computer or another device with the following:
- An adequate and reliable internet connection
- At least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets
- A PDF Reader installed
- Full permissions to install and access third-party software as required

Computer Literacy

For Zoom classes, stable internet connection is essential. Your computer will need to be enabled with a camera and microphone (most computers come with these in-built).
All assessment documents are written in Microsoft Word.
You will need to be competent using this program. It is essential that if you do not know how to use this program that you seek tuition before your course commences.

Literacy Requirements

There are underlying skill requirements of the BSB Business Services Training Package units.

- Candidates are advised that they will need to possess effective language, communications and interpersonal skills and have the ability to write a range of documentation.
- Candidates will also be expected to read and understand information, present information, use technology and prepare various plans and documents.
- Candidates who would like to discuss reasonable adjustments to training and assessment can contact the RTO before enrolment.
- Where a student has an identified need for assistance with language, literacy or numeracy Creative Vision Training trainers and assessors will provide advice or assistance as required.
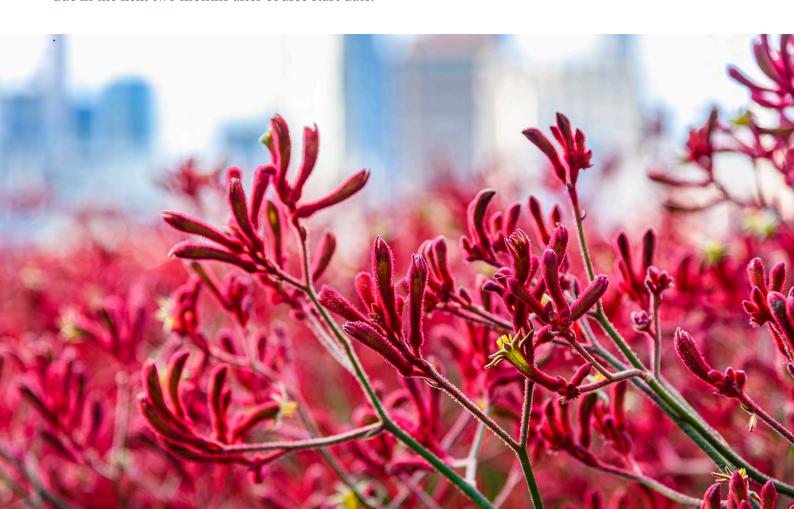
FEES

Tuition Fees: $400 per unit for 9 units - Total **$3950**

Additional Costs: No additional fees for resources and materials.

Payment

Upfromt Payment of $1500 plus two further installments of $1500 and **$**950 per month due in the next two months after course start date.

HOW TO APPLY AND ENROL

Step One

Download an application form from the Creative Vision Training Website at the following link https://creativevisiontraining.edu.au.

Go to the APPLY Tab to find the application form to complete. You must also download and read the Learner Handbook and Student Support Information. This course information booklet is also accessible from the website under the QUALIFICATION tab.

Step Two

Send your completed application form by email including the following text:

I confirm I have downloaded, read and understood the learner handbook and student support information and completed the required content of the application form

Email to: anne@creativevisiontraining.edu.au

Step Three

When your application is received an academic member of Creative Vision Training will call to ensure you have all your questions answered and that this is the right course for you. We will discuss with you what you wish to achieve in your career and any specific needs for support you may have.

Step Four

An enrolment form will be sent to you to complete along with an invoice for $1500 as the first payment on the course. Refund of the deposit will not be available if you do not notify Creative Vision Training that you do not wish to continue one full week before the course has started.

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LEARNER HANDBOOK - POLICIES AND PROCEDURES

Learner Handbook

Please refer to the Learner Handbook at www.creativevisiontraining.edu.au for detailed information on:
 - Policies and Procedures: Including attendance, assessment, and conduct.
 - Support Services: Academic support, career services, and student wellbeing resources.
 - Refunds and Withdrawals: Processes and terms.

Policies and Procedures

At Creative Vision Training, we are committed to providing a supportive and equitable learning environment. Our policies ensure compliance with the Standards for RTOs 2015, focusing on:
 - Fairness and Flexibility: In assessment and learning approaches.
 - Transparency: Clear communication of course requirements and expectations.
 - Student Support: Offering resources and assistance to help you succeed.
 - Currency with Industry practices and trainers who are experienced and up to date experts in their field.

Work with Creative Vision Training

0432 805 882

www.creativevisiontraining.edu.au.

anne@creativevisiontraining.edu.au

Sydney/Parramatta, NSW