



Creative Vision

Innovation Training Learning

CREATIVE VISION
TRAINING RTO 46013

2026

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?

Develop your 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 RTO (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 and higher education development and delivery.

Our values are:

Meeting client needs

Customer service

Student wellbeing

Current and comprehensive training and assessment

Compliance with the 2025 Standards for RTOs and relevant legislation.



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 and 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 2023 Standards for RTOs 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 develops practical skills for people who support projects in a wide range of industries. Learners apply project techniques to workplace or approved realistic projects, covering scope, time, quality, cost, people, communications and risk.

What You'll Learn

- Define project scope and apply scope controls
- Develop and monitor schedules, budgets and quality requirements
- Support project people, communications and risk management
- Strengthen workplace relationships, WHS implementation and project records

November 2026 Intake

Start: Tuesday 3 November 2026 Finish: Friday 29 October 2027
Duration: 12 months of supported online delivery



Course Structure

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

The qualification contains nine units: three core units and six electives.

CORE UNITS Complete all three core units

BSBPMG420 Apply project scope management techniques

Contribute to defining project objectives, deliverables, constraints and outcomes, then apply and review scope controls.

BSBPMG421 Apply project time management techniques

Assist with project scheduling, monitor the agreed schedule and evaluate time-management effectiveness.

BSBPMG422 Apply project quality management techniques

Contribute to quality planning, apply quality policies and procedures, and support continuous improvement.

ELECTIVE UNITS Complete all six electives

BSBPMG423 Apply project cost management techniques

Assist with developing, monitoring and reviewing project budgets and cost-management processes.

BSBPMG424 Apply project human resources management approaches

Help establish resource requirements, support team development and contribute to resolving conflict.

BSBPMG425 Apply project information management and communications techniques

Plan and communicate project information, maintain records and review communication effectiveness.

BSBPMG426 Apply project risk management techniques

Identify, analyse, control and review project risks using agreed risk-management processes.

BSBLDR413 Lead effective workplace relationships

Use leadership, consultation and conflict-management skills to support effective workplace relationships.

BSBWH5411 Implement and monitor WHS policies procedures and programs

Implement and monitor workplace health and safety policies, procedures and consultation arrangements.

Assessment evidence is drawn from workplace or approved realistic project contexts. Project-management units require evidence from at least two projects where specified.

TRAINING DELIVERY

The November intake uses supported online delivery. Learners receive Learning Management System access, guided course content, live training and assessment practice, evidence guidance and individual support.

Program dates and duration

3 November 2026 to 29 October 2027. The program is delivered over 12 months. All scheduled times are Sydney time.

Weekly learning pattern

Tuesday 6 to 8 pm - Online video lecture and guided course content

Thursday 6 to 8 pm - Live videoconference training, practical application and assessment

Friday 6 to 8 pm - Optional tutorial support and individual guidance, or by appointment

Support for students includes

- Course orientation and LMS setup
- A qualified trainer and assessor supporting the qualification
- Live assessment practice and evidence guidance
- Reasonable adjustment and individual support where appropriate



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

Assessment may include:

- Knowledge questions and questioning
- Practical tasks and project documentation
- Workplace or approved realistic project evidence
- Observation, role-play, presentation or video evidence where applicable

Assessment due dates are set out in the full delivery schedule. Learners receive assessment practice and evidence guidance during the Thursday sessions, with optional Friday tutorial support or support by appointment. Project-management units require evidence from at least two workplace or approved realistic project contexts where specified.

Assessment decisions are made by a qualified assessor. Attendance or submission alone does not establish competency. Recognition of Prior Learning and credit transfer are available and are assessed individually; outcomes are not guaranteed.



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

Course fee: \$1,800 total

Additional costs: No additional fees for course resources and materials.

Payment plan

\$600 is payable upfront and is non-refundable. The final \$1,200 is due four weeks after commencement, on Tuesday 1 December 2026.



HOW TO APPLY AND ENROL

Step One

Review the November 2026 course information and register an expression of interest at:
creativevisiontraining.edu.au/enquire-now/

Step Two

Complete the online application at:
creativevisiontraining.edu.au/apply-now/
You will also complete learner-support, language, literacy, numeracy and digital capability checks.

Step Three

Creative Vision Training will contact you to discuss course suitability, project access, support needs and reasonable adjustment. You will be asked to provide identity and Unique Student Identifier information. An initial credit-transfer and Recognition of Prior Learning review is included for applicants with relevant prior training or project experience.



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 2025 Standards for RTOs 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

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