



Course Brochure – BSB40920 Certificate IV in Project Management Practice



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This brochure provides all the information you need to know about enrolling in the BSB40920 Certificate IV in Project Management Practice.

Course Details		 SiBT SYDNEY INSTITUTE OF BUSINESS AND TRADES
Provider Name	SYDNEY INSTITUTE OF BUSINESS AND TRADES (SiBT)	
RTO Code	46286	 NATIONALLY RECOGNISED TRAINING
CRICOS Code	04291G	
CRICOS Course Code	116909B	
Location of course	Suite 11, 197 Prospect Hwy Seven Hills NSW 2147	
Delivery mode	This program is delivered in the classroom through face-to-face study	
Duration	52 weeks, including 40 study weeks and 12 weeks of holidays.	
Study load	20 hours of classroom training per week (Face-to-face)	

Overview of course:

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may use project tools and methodologies selectively to support organisational or business activities.

The latest release of the qualification and packaging rules can be found at the following link:
<https://training.gov.au/Training/Details/BSB40920>

Who should apply for this course and why?

This course is targeted at international students who are:

- Seeking to pursue a career in project management.
- Seeking to enter a new industry sector.
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in a range of project management roles in a range of industry areas. Further education pathways may include the BSB50820 Diploma of Project Management or a range of Diploma qualifications.

What can I expect?

The following units are included in this course, and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Code	Title	Core / Elective
BSBPMG420	Apply project scope management techniques	Core
BSBPMG421	Apply project time management techniques	Core
BSBPMG422	Apply project quality management techniques	Core
BSBPMG423	Apply project cost management techniques	Elective
BSBPMG426	Apply project risk management techniques	Elective
BSBPMG429	Apply project stakeholder engagement techniques	Elective
BSBCRT411	Apply critical thinking to work practices	Elective
BSBLDR413	Lead Effective workplace relationships	Elective
BSBWHS411	Implement and monitor WHS policies, procedures and programs	Elective

Training and Assessment Information

This course is delivered face-to-face in a classroom-based setting, as well as through structured self-study.

The timetable for this course will be advised in your Offer Letter and Student Agreement. You are required to attend classes for 20 hours per week for 40 study weeks (4 terms of 10 weeks each). Holiday breaks are as indicated in your timetable.

Class sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to classroom based learning and structured self-study, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- Written questions
- Projects
- Presentations
- Reports
- Role plays/observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

Course progress and attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements.

Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

Student support

We offer the following in relation to support and welfare.

- One-to-one support from the trainer/assessor
- Support with personal issues
- Access to additional learning resources
- Reasonable adjustment in assessment
- Social events
- Information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

Resource requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

PC Requirement	Windows	MacOS
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor	Multicore Intel processor with 64-bit support
Operating system	Microsoft Windows 10	Big Sur
RAM	10 GB or more of RAM (8 GB recommended)	2 GB or more of RAM (8 GB recommended)
Hard Disk Space	3.1 GB or more of available hard-disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor Resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.	
Graphics processor Acceleration Requirements	OpenGL 2.0-capable system	
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.	
Requried Software and associated costs		
Office 365	\$A159* annually	https://www.microsoft.com/en-au/microsoft-365/buy/microsoft-365
Laptop details	Any laptop that meets the above specs = \$450* (approximate only) varies	

Course credit

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at www.sibt.edu.au

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

What are the entry requirements?

Sydney Institute of Business and Trades has the following entry requirements:

You must:

- Be at least 18 years of age and have completed the equivalent of Year 12.
- Participate in a course entry interview to determine suitability for the course and student needs.
- Have an IELTS* score of minimum 6.0* in each module and overall (test results must be no more than 2 years old).

English language competence can also be demonstrated through documented evidence of any of the following:

- Educated for 5 years in an English-speaking country; or
- Successful completion of an English Placement Test.

Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 6.0.

How much does it cost?

The costs for this course are as follows:

Course Fee		
Tuition Fee: AUD8,800	Enrolment fee: AUD 200	Material fee: AUD 100

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Sydney Institute of Business and Trades provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- High School Certificate
- Proof of English language proficiency as specified in the entry requirements.

Where to from here?

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all the terms and conditions. Once you agree, then simply sign the document, and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Sydney Institute of Business and Trades International Student Handbook. This can be found online at www.sibt.edu.au