



Project Management Program

Professional Development

Great for all Employees!

Course Topics

Your project Management and Safety Skills program covers the latest skills & strategies including:

- Project management
- Project administration
- Safety within projects and wider workplace
- Communication
- Mental health
- Relationship building

Gain project management skills & your qualification now while your employer will pay for them!

Is this course for me...

YES! if you are participating in (or wanting to be involved in) a complex project or assisting with multiple smaller projects... Or

Yes If you are involved in helping to manage complex projects as a contracts officer, project administrator, or project team member... Or

Yes if you are wanting to be specialist safety officers within projects.

What will I Discover..

- Gain an overview of the entire project management process, and gain essential skills that will make a REAL difference to assisting in the delivery of the entire project being brought in on-time, in-budget and in a safe way.
- You will be developing practical safety and project management skills and strategies that you can use every day.
- How to help plan day-to-day operations to achieve the project's objectives, and ensure your portion of the project is being completed in line with the specifications.
- You will learn to be able to use the formal terms, language templates etc that the WHS and Project Management specialists use.
- Your course is based around the latest WSH requirements and the nine key areas of PMBOK (used worldwide by Project Managers) – scope, hr, communication, time, risk

How will this Course help my Career...

- A career in Project Management is often considered as 'Lucrative' and often highly competitive to become part of
- Safety is a key feature of delivering projects. Having your WHS qualification and project management skills are a great advantage to stand out from others when looking for a job shift
- Employers are looking for you to have both qualifications, skills and experience. You can never have too many qualifications!

What Qualifications will I Gain...

After completion of the 12 month program, you will gain your: BSB41419 Certificate IV in Work Health and Safety

Then only an extra 4 units to gain your BSB40920 Certificate IV in Project Management (Extra fees apply)

How is this program delivered?

A very simple process that most find interesting, and rewarding.

1-1 Training Program:

- Online access 24/7 to everything you need – course materials, assessments, resource libraries...
- No Exams. No Essays. No college or workshop attendance required
- Monthly Phone appointments with your Trainer – to understand the assessment requirements, determine what evidence you already have and what is needed to complete for each unit, discuss the topic...
- Regular Tutorials via Zoom available to get all your questions answered as needed
- Regular phone sessions with your Completion Coach/Tutor – to help you through the units, sort out any issues, keep you on-track...
- Complete all units over the 12 month period
- Qualification awarded + online graduation celebration

How much time will this course take?

Your course runs over 12 months.

Your qualification will be issued after 12 months, when all the units have been completed.

Your assessments may take around 4 hours per week, or perhaps less if you have experience.

As your assessments are work-based projects, you may be able to get some of it done during your work hours. If you have experience, this may be a hunting and gathering exercise for you and then just answer the questions based on your work.

Here's what one of our students thinks ...

"This course has helped me better myself on the job and to gain a promotion. I would definitely recommend this course to others. All the trainers and staff were so helpful and are happy to help in any way they can. I will never walk onto a project the same way I did prior to this course."

Luca Delvecchio

Units

BSBPMG420
Apply project scope management techniques

BSBPMG424
Apply project human resources management approaches

BSBINS401
Analyse and present research information

BSBWRT411
Write complex documents

BSBWHS412
Assist with workplace compliance with WHS laws

BSBWHS413
Contribute to implementation and maintenance of WHS consultation and participation processes

BSBWHS414
Contribute to WHS risk management

BSBWHS415
Contribute to implementing WHS management systems

BSBWHS416
Contribute to workplace incident response

BSBWHS418
Assist with managing WHS compliance of contractors



NEXT STEPS

Let your Employer know that this is the course you wish to do, and complete the **Employee Expression of Interest Form**.