



**Australian Government**

# **BSB40920 Certificate IV in Project Management Practice**

**Release: 1**

## BSB40920 Certificate IV in Project Management Practice

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

### Qualification Description

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.

#### Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

### Entry Requirements

Nil

### Packaging Rules

Total number of units = 9

**3 core units** plus

**6 elective units**, of which:

- 3 elective units must be selected from Group A
- for the remaining 3 elective units:
  - up to 3 units may be selected from Groups A and B
  - if not listed, up to 3 units may be selected from a Certificate IV or higher from this or any other currently endorsed Training Package qualification or accredited course.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Chosen elective units must not include BSBPMG430 Undertake project work.

## Core units

BSBPMG420 Apply project scope management techniques  
BSBPMG421 Apply project time management techniques  
BSBPMG422 Apply project quality management techniques

## Elective units

### Group A – Project Management

BSBPMG423 Apply project cost management techniques  
BSBPMG424 Apply project human resources management approaches  
BSBPMG425 Apply project information management and communications techniques  
BSBPMG426 Apply project risk management techniques  
BSBPMG427 Apply project procurement procedures  
BSBPMG428 Apply project life cycle management processes  
BSBPMG429 Apply project stakeholder engagement techniques

### Group B – Transferable Skills

BSBCRT411 Apply critical thinking to work practices  
BSBLDR413 Lead effective workplace relationships  
BSBLEG522 Apply legal principles in contract law matters  
BSBOPS401 Coordinate business resources  
BSBPEF401 Manage personal health and wellbeing  
BSBPEF402 Develop personal work priorities  
BSBSUS411 Implement and monitor environmentally sustainable work practices  
BSBTEC403 Apply digital solutions to work processes  
BSBTEC404 Use digital technologies to collaborate in a work environment  
BSBWHS411 Implement and monitor WHS policies, procedures and programs  
BSBXCS401 Maintain security of digital devices  
CPPDSM4047 Implement and monitor procurement process  
MSMENV472 Implement and monitor environmentally sustainable work practices  
PSPETH002 Uphold and support the values and principles of public service  
PSPGEN043 Apply government processes  
PSPPCY004 Support policy implementation  
TLIE4006 Collect, analyse and present workplace data and information

## Qualification Mapping Information

Supersedes and is equivalent to BSB41515 Certificate IV in Project Management Practice.

## Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

