PRE – ENROLMENT INFORMATION SHEET

BSB40920
CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE
CRICOS Course Code: 107504J

STATE INSTITUTE OF TRAINING
RTO 45205, CRICOS 03948A

BSB40920 Certificate IV in Project Management Practice
CRICOS Course Code: 107504J

Course 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.

Source: https://training.gov.au/Training/Details/BSB40920

Job outcomes may include professionals, clerical and administrative workers and managers.

Entry Requirements

There are No entry requirements specified in the Training Package for this course.

State Institute of Training - SIT Entry Requirements:

- All students must be 18 years of age or older in order to apply for enrolment into this qualification.
- Students must have completed High School (or equivalent)
- There are no requirements for previous work experience for entry into this course.
- All students must register their USI
- The students must have good computer skills (including WORD, EXCEL, PowerPoint and Internet to search for information)
- All students must complete the Pre Training Review

English Language Proficiency

- This course is delivered and accessed in English. The students must have LLN (Language, Literacy and Numeracy) Skills for the level of this course.
- Students must provide current (test date less than 2 years) and valid proof of English Language Proficiency by any of the following tests:
    - IELTS (International English language testing System) minimum overall score 5.5
    - PTE (Pearson Test of English) minimum overall score 42
    - TOEFL iBT (Test of English as a Foreign Language – Internet based test) minimum overall score 50
    - C1 Advanced (formerly Cambridge English – Advanced CAE) minimum overall score 162
    - OET (Occupational English Test)minimum overall score 350

The student can be exempt from English proficiency conditionby providing evidence any of the following:
    - They are a citizen of United Kingdom, United States of America, Canada, New Zealand, Republic of Ireland.

- o They have completed minimum 5 years of study in Australia, Canada, New Zealand, South Africa, Republic of Ireland.
- o They have completed (within the past 2 years) in Australia in English – requirements for senior secondary certification of education.
- o They have completed (within the past 2 years) in Australia in English – substantial component of AQF Level 4 or higher on a student visa.

Course Duration

34 weeks (including public holidays, re-assessment and catch-up days)
Full Time study (minimum 20 hours per week) – Total 600 Hours

Course Location

Address: Level 1, 29 James Street, Pakenham VIC 3810

Mode of Study:

The mode of delivery for this qualification will be Face to Face at State Institute of Training - SIT premises.
All Units of Competency will be delivered as standalone Units in this qualification.
There is no work based training or work placements in this course.

Units to be Completed

Total number of units = 9 units (3 core, 6 elective)

Unit Code	Unit Name	Core/ Elective	Amount of Training	Supervised Assessment Hours
BSBPMG420	Apply project scope management techniques	Core	60	20
BSBPMG421	Apply project time management techniques	Core	62	18
BSBPMG422	Apply project quality management techniques	Core	58	22
BSBPMG423	Apply project cost management techniques	Elective	40	20
BSBPMG424	Apply project human resources management approaches	Elective	44	16
BSBPMG425	Apply project information management and communications techniques	Elective	42	18
BSBPMG426	Apply project risk management techniques	Elective	40	20
BSBCMM411	Make presentations	Elective	50	10
BSBOPS405	Organise business meetings	Elective	48	12
Total (hours)			444	156
Volume of Learning (hours)			600	

Course fees

Application Fee: $250
Minimum initial deposit required: $1500

For updated course fee structure, kindly contact State Institute of Training.

Please Note:
- The above fees does not include the cost of living in Australia.
- SIT does NOT provide any VET [Vocational Education and Training] FEE-HELP, government-funded subsidy or other financial support arrangements.
- SIT reserves the right to change the fees over the duration of this course.

Accommodation and Cost of Living in Australia

The average living costs in Australia is an important part of student's financial preparation. The Study in Australia website provides detailed information regarding different Accommodation options and other living costs. These costs are an approximate guide and don't take into account individual budget and spending habits. Please visit https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs

The Department of Home Affairs has financial requirements applicants must meet in order to receive a student visa for Australia. The Home Affairs website covers in more detail how to work out how much money you might need to cover the costs of your stay in Australia as international student.

The 12-month living costs are;
- For students or guardians - AUD$21,041
- For partners coming with you - AUD$7,362
- For a child coming with you - AUD$3,152

Delivery Methods

Students will be provided with learner's resources including learner guide, Presentation handouts, case studies, assessment tasks and practical projects. Presentation of information, interactive discussion, case studies, role plays, group work and reflective practice will be facilitated by the trainer/assessor in the classroom. Students will engage with the learning materials and apply their skills and knowledge to activities in a simulated environment, case studies and real-world scenarios.

Assessment Methods

Students will be advised of assessment requirements by their trainer/assessor. Assessments are applied to a simulated workplace with a range of questions and projects. Assessment methods employed may include:Written Questions (Knowledge Assessment tasks),Case studies and Project Reports, Presentations and Role plays

Facilities and Resources available to students

SIT will provide all the required facilities, equipment and learning resources to the students for this course.

- SIT campus has well equipped training rooms where delivery and assessment of this course will occur.
- SIT will provide Simulated work environment and related business documentation for this course.
- Students will have access to a well-equipped computer lab.
- Students will be provided current and contextualised Learning resources

Recognition of Prior Learning and Credit Transfer

Prior to enrolment SIT will determine any prior learning of each student with regard to their existing skills, knowledge and experience that the studentmay have acquired through formal (credit transfer), non-formal and informal learning related to Units of Competency in this qualification, in order to determine the amount of training SITwill provide to each student. If RPL or Credit Transfer is granted, this may result in a shorter course duration for this qualification. For further details, please refer to the policy on our website, www.sit.vic.edu.au(*see the note on last page)

Language, Literacy and Numeracy (LLN) Assessment

Prior to course commencement, enrolled students will be required to undertake a Language, Literacy and Numeracy (LLN) Assessment designed for Cert IV level, so that SIT can determine whether students need LLN support during their studies

USI – Unique Student Identifier

All new or continuing SIT students undertaking nationally recognised training, need a USI in order to receive their Qualification or Statement of Attainment. For Further information:
https://www.usi.gov.au/
SIT meets the requirements of the Student Identifier scheme. SIT will not issue AQF certification documentation to a student without being in receipt of a verified Student Identifier for that student, unless an exemption applies under the Student Identifiers Act 2014.
For further details, please refer to the policy on our website, www.sit.vic.edu.au(*see the note on last page)

Student Support Services

SIT offers a range of Student Support Services to helpthe overseas students in adjusting to study and life in Australia.Students will be provided with an age and culturally appropriate Orientation Program which will provide them with information about the services available to ease their transition into life and study in Australia and to assist them as needed. This provision of support services to students is as an integral part of training services provided by SIT. These support services will be provided at no additional cost to the student.
For further details, please refer to the policy on our website, www.sit.vic.edu.au(*see the note on last page)

Course Progress Monitoring Strategy

Students are required to maintain satisfactory course progress. SIT will monitor the course progress to ensure that students are able to complete their course within the expected duration specified in the COE. SIT will implement its risk intervention strategy if required.
For further details, please refer to the policy on our website, www.sit.vic.edu.au(*see the note on last page)

Refunds and Fees Protection

SIT's Refund Policy and Procedure provides relevant information regarding refund conditions including:

a) Refund terms and conditions

b) the student's rights as a consumer, including but not limited to a statutory cooling-off period of 10 business days.

For further details, please refer to the policy on our website, www.sit.vic.edu.au

Tuition Protection Scheme Protection of Fees paid in advance – In case of provider default, TPS ensures that international students are able to either

• 	complete their studies in another course or with another education provider or

• 	receive a refund of their unspent tuition fees.

For more information on TPS, please visit https://tps.gov.au/Home

Deferment, Suspension and Cancellation of study

Student Initiated Deferrals - Students may be able to temporarily defer the commencement of their studies or suspend their enrolment after commencement on the grounds of compassionate or compelling circumstances**.**

Provider Initiated Suspension or Cancellation -

SIT may suspend or cancel a student enrolment including but not limited to, breach of Enrolment Agreement and visa conditions.

SIT will inform the student in writing about the intention to suspend or cancel the student enrolment and the reason for doing so. The student will be given a notice of intention to report and 20 working days to access SIT's internal complaints and appeals process.

For further details, please refer to the policy on our website, www.sit.vic.edu.au(*see the note on last page)

Complaints and Appeals

Students can choose to appeal any decision made by SIT in accordance with the Complaints and Appeals Policy and Procedures. The Complaints and Appeals Policy and related procedure is available at our website, www.sit.vic.edu.au(*see the note on last page)

International students can make a complaint to the Overseas Student Ombudsman (www.oso.gov.au) if they are not satisfied with SIT's internal complaints and appeals process. The availability of complaints and appeals processes, does not remove the right of the student to take action under Australian Consumer Law.

Issuance of Certification

SITwill issue AQF [Australian Qualifications Framework] certification documentation only to a student whom it has assessed as meeting the requirements of the training product as specified in the relevant training package. AQF certification documentation will be issued within 30 calendar days of course completion, provided all agreed fees the student owes to SIT have been paid. For further details, please refer to the policy on our website, www.sit.vic.edu.au(*see the note on last page)

Pathways from this qualification

After completing this course, students can apply for **BSB50820 Diploma of Project Management** at SIT.

Application Procedure and further information

Apply directly to SITon our website, www.sit.vic.edu.au(*see the note on last page)

Contact Details:

Email - info@sit.vic.edu.au
Phone – 0411025745
In person - Level 1, 29 James Street, Pakenham VIC 3810

Further Information:

- SIT does not use any 3rd party arrangements for delivery and assessment of this course.
- There are no work placement arrangements for this course.
- SIT does not guarantee that a student will obtain a particular employment outcome after completing this course.
- SIT does not promise any possible migration outcomes fromundertaking thiscourse, or guarantee successful education assessment outcomes.