Course Outline

Project Management Master Class

Certificate IV in Project Management (BSB41507)
Diploma of Project Management (BSB51407)

Structure

10 days of face-to-face training delivered over five 2-day sessions (standard) OR two 5-day sessions (fast-track).

Target audience and pre-requisites

This course is suitable for anyone who works on projects, across all industries and sectors. The only pre-requisite for this course is:

- Certificate IV: experience in project-based work.
- Diploma: experience in a project role (e.g. project manager, team member, project administrator, etc).

Description

This innovative training program, the first of its kind in Australia, combines two nationally recognised qualifications in an intensive 10-day training program. The program is suitable for project team members (Certificate IV in Project Management) and project managers (Diploma of Project Management) as both roles require an understanding of project management terms, concepts, tools and techniques.

The program is delivered entirely face-to-face, using a variety of learning formats including lectures, group activities, DVDs, debates, group discussion and computer simulations – so there's no homework. This enables participants to concentrate on work priorities at work; and learn in a focused, distraction free environment.

The program content is extensive and very contemporary. It covers the traditional nine knowledge areas of scope, time, cost, quality, human resources, communication, risk, procurement and integration management; plus additional areas that are becoming increasingly relevant to people working on projects, such as sustainability and environmental risk management, benefits realisation and, in particular, the 'soft' skills known to be essential for project success, including negotiation, motivation, problem solving, ethics, email etiquette, cross-cultural manners, conflict resolution and so on.

The program is not targeted at any one industry, but rather is designed to support learners in applying a project management approach in any industry and on any type of project. Learners undertake numerous practical activities working within various scenarios, including a defence engineering project to upgrade and maintain a Navy frigate; a project to release a new 'green' banking product; a manufacturing project for a wildlife research organisation; a not-for-profit program for disadvantaged youth; and an IT upgrade project. This supports learners in understanding which tools and techniques are appropriate on different types of projects and therefore how to tailor their project management approach for maximum value and effectiveness.

Participants receive

- A nationally recognised qualification issued by TAFE NSW Hunter Institute, the accrediting Registered Training Organisation (RTO)
- Living Planit's suite of project management templates for use on personal and/or work projects
- A training manual for ongoing reference
- A 40% discount on the Project Management Body of Knowledge (PMBoK) Guide®, 4th Edition, 2008
- PDUs and CPD points toward maintaining AIPM and PMI certification, respectively
- A 10% discount on a post-course assessment to achieve AIPM Certification

Where to next? Articulation pathways

- Certificate IV students:
  - Diploma of Project Management
  - Collect evidence from 2 projects and undertake an assessment for CPPP certification
- Diploma students:
  - Advanced Diploma of Project Management
  - Collect evidence from 2 projects and undertake an assessment for CPPM certification
  - Enroll in a Masters of Project Management (MPM) through a choice of universities

Professional Endorsements

Faculty of Industry and Natural Resources

Energy Training Services Unit

Reply Paid 60247, Locked Bag 45
Hunter Region Mail Centre NSW 2310
Toll Free Phone: 1800 620 280
Toll Free Fax: 1800 678 941

HUNTER INSTITUTE
ABN 87 332 107 743

PROJECT MANAGEMENT MASTER CLASS REGISTRATION FORM – 2010

Please complete this form and return by fax to (02) 9231 0208 or email to projects@livingplanit.com.au.

I would like to register for the following training course (please tick the preferred box):

	Program	Dates	Location	Cost
☐	Group 1	11-12 Feb / 25-26 Feb / 11-12 Mar / 25-26 Mar / 8-9 Apr	Sydney CBD	$2,700* (GST FREE)
☐	Group 2	15-19 Mar / 12-16 Apr	Sydney CBD	$2,700* (GST FREE)
☐	Group 3	22-23 Apr / 6-7 May / 20-21 May / 3-4 Jun / 17-18 Jun	Newcastle	$2,700* (GST FREE)
☐	Group 4	10-14 May / 7-11 Jun	Darwin	$2,700* (GST FREE)
☐	Group 5	1-2 Jun / 15-16 Jul / 29-30 Jul / 12-13 Aug / 2-3 Sep	Sydney CBD	$2,700* (GST FREE)
☐	Group 6	23-27 Aug / 20-24 Sep	Sydney CBD	$2,700* (GST FREE)
☐	Group 7	7-8 Oct / 21-22 Oct / 4-5 Nov / 18-19 Nov / 2-3 Dec	Sydney CBD	$2,700* (GST FREE)

** 10% discount for ADCG members only.*

Qualification level:

Please tick the appropriate box below.

☐	**Certificate IV in Project Management**
☐	**Diploma of Project Management**

Participant details:

Participant Name: _____

Postal Address: _____

._____**Post Code:** _____

Phone: (__)_____ **Fax:** (__)_____

Mobile: _____

Email: _____

Cancellation Policy: We require 14 days notice of cancellation; otherwise a fee may be incurred.

Payment method (please tick box):

INVOICE: **(Please forward Purchase order to Hunter Institute)**

CHEQUE: **(Please make cheque payable to Hunter Institute)**

CREDIT CARD: MASTERCARD VISA Cost: $_____

CARD NUMBER: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ *Expiry Date :*_____/_____

NAME ON CARD:_____SIGNATURE_____

Payment must be made prior to the commencement of this course.

I hereby confirm acceptance of the details and costs of the program with the Hunter Institute.		
Signed:	Date:	2010
Name:		