

BSB40920

Certificate IV in Project Management Practice



Are you analytical with a keen eye for detail? Polish these skills for future business and learn how to provide valuable support on your next project across a range of industries.

COURSE LENGTH

3 terms full-time (approx. 9 months)

6 terms part-time (approx. 18 months)

Part-time option only available for domestic students.

CAMPUS

Brisbane, Gold Coast, Melbourne, Sydney CBD, Manly and Bondi.

DELIVERY

Face-to-face, online¹ and blended²



Take the lead
on your next project



Gain
in-depth industry knowledge



Engage
with key stakeholders



Refine
your leadership abilities

INTAKE DATES

Start date	Extra intake	Start date	Extra intake
30 Jan 23	27 Feb 23	24 Apr 23	22 May 23
17 July 23	14 Aug 23	9 Oct 23	6 Nov 23
29 Jan 24	26 Feb 24	22 Apr 24	20 May 24



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 11 or equivalent.

ENGLISH LANGUAGE PROFICIENCY - Successful completion of 8 weeks of General English at Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

PATHWAYS

Students who successfully complete the Certificate IV in Project Management Practice may enter the Diploma of Project Management or other Diploma courses at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students to work in project management roles as members of a project team, with no direct responsibility for overall project outcomes. They would support project outcomes and use project tools and methods as part of organisational or business activities.

COURSE FEES

\$4,500

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before the start date.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

Note:

- Course and campus availability subject to demand.
- One term is 9 weeks of study.
- For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
- For more info about our University pathways, visit www.apc.edu.au/courses/vocational-further-study-pathways/

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Contracts Officers
Project Administrators
Quality Officers
Small Business Operators

9 SUBJECTS

Scope Management Techniques

Quality Management Techniques

Life Cycle Management Processes

Time Management Techniques

Business Meetings

Information Management and Communication Techniques

Risk Management Techniques

HR Management Approaches

Implementing and Monitoring WHS

BSB50820

Diploma of Project Management

Learn the latest project management techniques to help you lead and execute projects from inception to completion.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

Brisbane, Gold Coast, Melbourne, Sydney CBD, Manly and Bondi.

DELIVERY

Face-to-face, online¹ and blended²



Take the lead
on your next project



Gain
in-depth industry knowledge



Engage
with key stakeholders



Refine
your leadership abilities

INTAKE DATES

Start date	Extra intake	Start date	Extra intake
30 Jan 23	27 Feb 23	24 Apr 23	22 May 23
17 July 23	14 Aug 23	9 Oct 23	6 Nov 23
29 Jan 24	26 Feb 24	22 Apr 24	20 May 24



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 11 or equivalent, or Certificate IV in a related field or two years equivalent “full-time relevant workplace experience in an operational or supervisory role in an enterprise”.

ENGLISH LANGUAGE PROFICIENCY - Successful completion of 8 weeks of General English at Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Domestic VSL - eligible students¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Diploma of Project Management may continue onto the Advanced Diploma of Program Management or other Advanced Diploma courses at Australian Pacific College, and subsequently continue to our partner universities through our articulation pathways program.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students to manage projects in a variety of contexts, across a number of industry sectors. It develops the skills to initiate, plan, execute and evaluate their own work and/or the work of others.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before start date.

VET Student Loans available for eligible domestic students.¹

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Project Coordinator
Project Management Officer
Project Team Member
Project or Program Administrator

11 SUBJECTS

Project Scope & Time

Information and Communication

Project Costs

Project Risk 2

Project Quality

Project Compliance

Manage Meetings

Project HR 2

Innovative Work Environments

Project Integration

Advanced Management of WHS

Note: 1. For domestic students there are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training. 1800 020 108 | VETStudentLoans@dese.gov.au | <https://www.dese.gov.au/vet-student-loans>

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

BSB60720

Advanced Diploma of Program Management



Learn advanced processes behind developing efficient and systematic solutions to ensure the delivery of projects on time and on budget.

COURSE LENGTH

4 terms full-time (approx. 1 year)

8 terms part-time (approx. 2 years)

Part-time option only available for domestic students.

CAMPUS

Brisbane, Gold Coast, Melbourne, Sydney CBD, Manly and Bondi.

DELIVERY

Face-to-face, online¹ and blended²



Take the lead
on your next project



Gain
in-depth industry knowledge



Engage
with key stakeholders



Refine
your leadership abilities

INTAKE DATES

Start date	Extra intake	Start date	Extra intake
30 Jan 23	27 Feb 23	24 Apr 23	22 May 23
17 July 23	14 Aug 23	9 Oct 23	6 Nov 23
29 Jan 24	26 Feb 24	22 Apr 24	20 May 24



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of BSB50820 Diploma of Project Management or equivalent.

ENGLISH LANGUAGE PROFICIENCY - Successful completion of 8 weeks of General English at Upper Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

Domestic VSL - eligible students¹ - Senior Secondary Certificate of Education, or Certificate IV level course delivered in English, or competency at or above Exit Level 3 in the ACSF in both reading and numeracy using an approved English test.

PATHWAYS

Students who successfully complete the Advanced Diploma of Program Management may be able to continue to undergraduate university qualifications.

COURSE OVERVIEW & STRUCTURE

This qualification prepares students to apply specialised knowledge and skills, together with experience in program management, across a range of contexts. It develops skills needed to direct, plan and lead a range of program functions, with accountability for personal and team outcomes.

COURSE FEES

\$6,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before start date.

VET Student Loans available for eligible domestic students.¹

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Program Manager

Project Manager

11 SUBJECTS

Organisational Finances

Team Effectiveness

Strategic Workforce Planning

Manage Benefits

Initiate Programs

Emotional Intelligence

Stakeholder Engagement

Project Leadership

Program Risk

Alliances

Program Governance

Note: 1. For domestic students there are a number of ways you may choose to pay for your study at APC: Payment due prior to the census date by direct debit or credit card or by applying for an income contingent loan from VET Student Loans. There are specific student eligibility criteria to qualify for VET Student Loans. For more information on VET Student Loans and our tuition fee schedules see our website apc.edu.au or contact the Department of Education and Training. 1800 020 108 | VETStudentLoans@dese.gov.au | <https://www.dese.gov.au/vet-student-loans>

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident