



## PSP41204 - Certificate IV in Government (Project Management)

### Overview

This specialist qualification covers the competencies required of persons responsible for the management of projects in the public sector.

### Who Should Attend

The Certificate IV in Government (Project Management) is designed to provide project officers in the public sector with the competencies required to effectively perform their roles in government departments.

### Entry Requirements

To be eligible to enter this Certificate IV in Government you will need to:

- be mature age (20 years or over)
- be currently working in, or contracted to the public sector
- have access to the specific work practices and procedures required to demonstrate competency in the units undertaken.

If you are unsure please contact us as we can provide further information in relation to entry requirements.

### Program Structure

Fifteen units are required for this qualification, comprising ten *Required Units* and five *Electives*.

#### *Part 1 – Required Units*

PSPETH401A	Uphold and Support the Values and Principles of Public Service
PSPGOV402B	Deliver and Monitor Service to Clients
PSPGOV408A	Value Diversity
PSPGOV412A	Use Advanced Workplace Communication Strategies
PSPGOV417A	Identify and Treat Risk
PSPGOV422A	Apply Government Processes
PSPPOL404A	Support Policy Implementation
PSPPM401B	Design Simple Projects
PSPPM402B	Manage Simple Projects
PSPPM403B	Close Simple Projects



## Part 2 – Elective Units (Choose 5 Electives)

- PSPOHS301A Contribute to workplace safety \*
- PSPGOV416A Monitor performance and provide feedback
- PSPGOV509A Conduct evaluations
- PSPGOV503B Coordinate resources allocation & usage
- PSPGOV405B Provide input to change processes
- FNBACC24A Prepare Operational Budgets
- PSPGOV507A Undertake negotiations

\* Must be taken as part of the electives.

When you have successfully completed both Parts 1 and 2 you will be awarded the Certificate IV in Government (Project Management).

More detailed information on each unit is available at [www.ntis.gov.au](http://www.ntis.gov.au).

### Recognition for Prior Learning

You will have the opportunity to apply for Recognition for Prior Learning before the commencement of this course. This service recognises skills and knowledge gained through work, previous study and life experiences that may be relevant to this program. If your application for recognition is successful it could reduce the study time required for completion.

### Cost

The cost of this program is \$3,700 per participant, or \$3,500 per participant for Magical Learning Club members and groups of three or more.

To join the Magical Learning Club (membership is free), sign-up online at [www.magicallearning.com/club.html](http://www.magicallearning.com/club.html) or email [club@magicallearning.com](mailto:club@magicallearning.com).

### About Magical Learning

Magical Learning is committed to providing excellence in training. We utilise accelerated learning techniques to enhance the effectiveness of our courses.

Our facilitators are experts in government and we are constantly updating our course material to include latest research and developments in project management.

### Further Information

Contact us on (02) 6260 8220 or [learn@magicallearning.com](mailto:learn@magicallearning.com).



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