

BSB40920 Certificate IV in Project Management Practices

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 project team members with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations. They may selectively use project tools and methodologies to support organisational or business activities.

This course can be undertaken as a traineeship. Visit [TAFE Apprenticeships and Traineeships](#) for more information.

ELIGIBILITY/ENTRY REQUIREMENTS

There are no formal entry requirements for this qualification, however, a Pre-enrolment interview will be conducted, and your lecturer will determine whether a Language, Literacy, Numeracy and Digital Literacy (LLND) assessment is necessary to establish support requirements.

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

It is recommended that students studying this qualification have had employment experience in understanding organisation policies, procedures and practices.

DELIVERY DETAILS

Location(s)	Danala – Education Community Precinct, Online
Duration*	9 months
Study mode ^^	Face to face, online, blended
Start Date/s ^	Start date: 2/02/2026 Students can enrol at any time after the identified start date and will commence at the start of the next available unit. A specific commencement date will be determined in consultation with the delivery team.
Attendance ^	Face to face and/or online Tuesdays, Wednesdays and Thursdays 4.30 pm – 7.00 pm

* Duration may vary depending on how long a student takes to reach the required competency level.

^ A course timetable/study plan will be provided on application for the course.

^^ Information relating to study modes can be found in the 2026 TAFE Student Guide

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FEES

Fee Type	2026 Course Fees
NT Government Supported*	\$1,386.00
Full Fee	\$4,176.00

*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

ASSESSMENT

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

RESOURCES

Students will have 24/7 access to assessments and learning resources on Learnline, CDU's online learning platform. Before you can start using Learnline, you'll need to make sure that your computer has the correct setup. For more details: <https://www.cdu.edu.au/current-students/services/learnline>

Students will need to purchase the following prescribed text book;

- Project Management Essentials -Revised Edition -Therese Linton ISBN 9780170446617 (Available in Paperback or as an eBook).

STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB50820 Diploma of Project Management. On completion of this qualification, credit(s) may be available into Higher Education courses.

Possible occupations relevant to this qualification include:

- Project Analyst
- Project Officer
- Project Administrator/Coordinator

QUALIFICATION CONTENT

To achieve BSB40920 Certificate IV in Project Management Practice a total of nine (9) units of competency must be completed comprising three (3) core and six (6) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

CORE UNITS

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

ELECTIVE UNITS

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
BSBPMG429	Apply project stakeholder engagement techniques

WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed

SUPPORT SERVICES

The University provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support - Life, Health and Wellbeing](#)

CONTACT DETAILS

Business and Workforce Management

E. vet.business@cdu.edu.au
T. 08 8946 7517 (ECP) 08 8959 5312 (ASP)
W. <https://www.cdu.edu.au/tafe>

For further information regarding student life at CDU, please refer to <https://www.cdu.edu.au/study/student-life>.