
New Entry PM Jobs

The Certificate IV in Project Management Practice BSB41513

This qualification reflects the role of individuals who identify and apply project management skills and knowledge in a wide variety of contexts. They may be members of a project team but with no direct responsibility for the overall project outcomes. Generally, they support project operations in once or more roles and they may also use project tools and methodologies in a range of business related activities.

Job Roles for Certificate IV graduates include:

- Communications Liaison
- Contracts officer
- Estimator and scheduler
- Project administrator
- Project analyst
- Project assistant
- Project coordinator
- Project officer
- Project records officer
- Project support
- Project team member
- Quality officer
- Small business operator

How is this qualification used in industry?

This qualification provides the candidate with a detailed understanding of the project lifecycle and the methodology used to management projects as well as the templates and tools that can be used to assist in project management.

Once the candidate has these skills they can use them to, for example:

- Manage a service/trade business (i.e. deal with clients, plan schedule, make realistic estimates for costing jobs and manage the budget over the project to ensure that the project is completed on time and within budget)
- Develop accurate estimates for job quotes and RFQ's etc. to ensure that you make a realistic profit on the job while remaining competitive
- Develop a property development portfolio and manage the renovations etc.
- Plan an event and ensure all elements are addressed and it all comes together on time & within budget
- Do your own property extension and/or renovation
- Plan an extended holiday
- Plan a business start-up, merger or new business development
- Confidently organising a sporting event, fete, school dance or other community/school event
- Plan a festival or fund raising event.