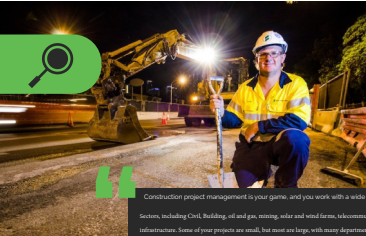




CAREERS IN PROJECT MANAGEMENT

Your day starts early: an hour or two alone before the day begins really helps to keep things in order, when you're in charge of so many people, and have so many strands to hold together. You scan your emails for any issues that have come up overnight, make sure you're across the day's schedule, and hold your first meeting for the day, a quick stand-up with your staff to follow up on yesterday's progress.



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Construction project management is your game, and you work with a wide variety of industry sectors, including Civil, Building, oil and gas, mining, solar and wind farms, telecommunications, infrastructure. Some of your projects are small, but most are large, with many departments and stakeholders.

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You head out for a site visit, working closely with the managers and workers to keep yourself in touch with the project at hand, answer any questions and address any concerns with the kind of immediate authority that only you can provide. So far, so good. After lunch you meet with the client, reporting on progress, analyzing and outlining responses to risks, checking scheduling, technical, and financial milestones.



In the afternoon you'll check through the reports that your staff have prepared through the day, ensure that the documentation is up to date, debrief on the status of the project, and glance through the schedule for tomorrow – which may be radically different!

Before heading home, you drop in on another project and chat to the owner, subcontractors and your team members on-site, just to make sure everything is going ok. You know that you can work with many different people, with different personalities, helping them move smoothly through multiple workflows. You also feel a sense of achievement because you know you can ensure whole teams have great working relationships, while getting a project done on time and on budget.

Teams also look to you for motivation, guidance and support, and know that you keep them safe while they are on the job. You show authority and empathy. Tomorrow could be totally different!

Over the 5 years you have been in the job, you have never been bored. You could be negotiating contracts, planning and scheduling a new project, hiring and managing subcontracts and staff, renegotiating and optimising plans and products, working with documents and spreadsheets, attending meetings and visiting job sites, and celebrating the opening of something you have played a significant role in creating!

02

WHAT IS PROJECT MANAGEMENT?

An organisation undertakes a project anytime it plans and executes an operation towards a single, specific goal – beyond its normal, ongoing operations: building a bridge is a project, so is migrating between accounting software, or rolling out a new communications system to your satellite offices. Project Management takes responsibility for ensuring that these projects are well conceived, properly planned and expertly executed.



03



It's the application of skills and knowledge to the design of a project, to risk management, human and financial resource management, time and stakeholder management and more. It's extraordinarily varied in its scope and, because no two projects are the same, it's a dynamic and rewarding challenge.

WHAT DOES A PROJECT MANAGER DO?



In a word: coordination. Project Management is about ensuring that the work is going according to plan – whatever that means. There are as many different responsibilities and opportunities for a Project Manager as there are projects to be completed, and depending on the industry you're working in, you might find yourself surveying a construction site, managing subcontractors and human resources, working with architects, accountants, health and safety and other compliance leads – stakeholders of every stripe. It's your job to manage the abilities and expectations of a diverse range of people and pull them together to produce a result that you can be proud of.

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IS PROJECT MANAGEMENT IMPORTANT?

Project management is an essential part of the modern workplace – every organisation undertakes projects, as they evolve. And today more than ever, the value of strong, coordinated, efficient project management systems are at a premium; and trained, qualified professionals are consistently in high demand. In fact, the Department of Employment ranks project management as one of the fastest growing sectors in the Australian labour market, with expected job openings and wages both substantially above the average. Training for a career in PM now really is an unprecedented opportunity to put yourself in the right place at the right time.

HOW MUCH CAN I EARN?

The average salary for a Project Manager in Australia's mining industry is higher than \$95,000; in banking, it's closer to \$130,000; some software companies will pay closer to \$200,000. This is an important, high-level role, valued by many of the country's largest and most high-profile employers and brands, and they're willing to pay to get the right people for the job. The sky's the limit!

05



WHERE COULD I WORK?

Where would you like to work? Building ? Oil and Gas ? Mining ? Opportunities for qualified Project Managers reach into the corporate stratosphere. Successful Project Managers can move between industries, gaining valuable experience in a wide range of environments, and either specializing in short term contracts independently or with a specialist PM agency, or working for a single employer over the long term, handling projects worth tens or even hundreds of millions of dollars, mastering the operations and workflows at your fingertips. And it all starts with that qualification.

IS PROJECT MANAGEMENT RIGHT FOR ME?

Successful Project Managers can orchestrate the many parts of a project, without taking their eye off the bigger picture. It's multi-tasking, elevated to an artform. You'll be organised, disciplined, and flexible; you'll thrive on building relationships, on promising low and delivering high, and on the sense of achievement that comes with having months of hard work come to fruition before your eyes. This is a career for independent thinkers with the drive to follow through from concept to delivery – and for the right person, there's no work so rewarding.

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CERTIFICATE IV (BSB41515) IN PROJECT MANAGEMENT



The Certificate IV in Project Management is a nationally recognised qualification and great for people who are currently involved in or wishing to be part of team successfully delivering a complex project. Your role will be to help implement and assist in the delivery of the project. You will be either currently or learning about how to assist in achieving the projects objectives and outcomes. You will normally assist and report to a higher authority e.g. the Project Manager.

This is a foundation course designed to equip students with the skills and knowledge needed to work effectively in a Project Management team. It is specifically designed for people with little or no professional project management experience, who will benefit from a broad introduction to the field.



What will the Certificate IV in Project Management give YOU?



Gaining Your Certificate IV in Project Management Practice online will help you establish and develop Your Career in Project Management. Becoming qualified in a Certificate IV in Project Management is now considered a MUST have for a lucrative career in Project Management.

You can NOW gain further skills in Project Management and have your previous experience recognised towards this formal qualification. Just like our hundreds of past students, you too can graduate with your Certificate IV in Project Management Practice and make your family proud.



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WHAT WILL YOU LEARN?



You will learn to help manage projects based on International Project Management Body of Knowledge PMBOK – project, time, scope, cost, communication, procurement, risk, etc. You will also learn how to manage complex projects. There are projects that:

- Are greater than \$50,000,
- Schedule time greater than 1 month
- Need a Project Manager
- Have a high business impact with an organisational wide communication strategy
- Include Multiple levels stakeholders (board members, executive managers, 3rd party providers, team members, functional managers, internal/external parties)
- Have formal reporting, documents, plans, etc.



The duration is over 12 months involving 44 academic weeks (over 3 trimesters) including 8 weeks access to your units at the end to ensure you have completed. RPL is available. Many students complete their course much quicker, depending upon your previous experience and how much time you can allocate to completing your qualification. All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

There are 9 core units of the Certificate III to complete:

- BSBPMQ409 Apply Project Scope Management Techniques
- BSBPMQ410 Apply Project Time-Management Techniques
- BSBPMQ411 Apply Project Quality-Management Techniques
- BSBPMQ412 Apply Project Cost-Management Techniques
- BSBPMQ413 Apply Project Human Resources Management Approaches
- BSBPMQ415 Apply Project Risk-Management Techniques
- BSBWH5401 Implement and Monitor WHS Policies, Procedures and Programs to meet legislative requirements
- BSBWOR404 Develop work priorities
- BSBWOR402 Promote Team Effectiveness

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DIPLOMA (BSB51415) OF PROJECT MANAGEMENT



The Diploma qualification is nationally recognised and delivers the theoretical knowledge and practical skills required to take a real leadership role in a PM environment. It's intended for students who have some previous experience in PM, and who are looking to move into management positions where they'll have more responsibility, and more finely tuned, specialised skills.

Depending upon your previous experience and how much time you can allocate to completing your qualification, it will take anywhere between 3-12 months. All the resources and assessments are available to you 24/7, so you can get in and complete as fast as you want. RPL available.

You can now gain your formal Project Management qualification, at a time and location that suits you, based around your area of interest to you e.g. IT, HR, Event Management.

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What will the Diploma of Project Management give YOU?

Completing your Diploma of Project Management will also give you project management letters after your name and practical project management skills and techniques that are recognised and valued Australia wide and internationally.

Becoming qualified in Project Management is now considered a MUST have for a lucrative career in Project Management.



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Use your project management course to:

- Gain new project management skills
- Get recognition for the project management skills you already have
- Help towards a promotion or better job
- Work overseas as a Project Manager or even

WHAT WILL YOU LEARN?

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13

You will learn to manage projects based on international Project Management Body of Knowledge PMBOK – project, time, scope, cost, communication, procurement, risk, etc. You will also learn how to manage **complex projects**. There are projects that:

- Are greater than \$50,000.
- Schedule time greater than 1 month
- Need a Project Manager
- Have a high business impact with an organizational wide communication strategy
- Include Multiple levels stakeholders (board members, executive managers, 3rd party providers, team members, functional managers, internal/external parties)
- Have formal reporting, documents, plans, etc.



Discover and implement practical Project Management strategies that will make a **REAL** difference to:

- Delivering projects on-time and in- budget
- Increase your project team's productivity, performance and morale

- Reduce the time you need to put out 'emergency fires'

There are **12 core** units of the Diploma to complete:

- BSBPM0511 Manage project scope
- BSBPM0515 Manage project human resources
- BSBPM0513 Manage project quality
- BSBPM0514 Manage project cost
- BSBPM0517 Manage project risk
- BSBPM0521 Manage project integration
- BSBPM0516 Manage project information and communication
- BSBPM0512 Manage project time
- BSBWOR501 Manage personal work priorities and professional development
- BSBADM502 Manage Meetings
- BSBFIM501 Manage Budgets & financial plans
- BSBWHS501 Ensure a Safe Workplace

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.



Here at **Global Training Institute**, we know that we have your *career development*. It is a responsibility that we take very seriously.

With:

- over 13+ years delivering qualifications as a Registered Training Organisation
- an over 77% completion rate
- your experience recognised
- strong support offered to you
- up-to-date skills and knowledge
- work-based practical assessments
- courses designed to fit around your busy work and life our students back the reputation that we have earned as **Australia's leading Online Training College**.

Why should YOU choose the Global Training Institute?

When you choose to study online with Global Training Institute, you join the thousands of Supervisors, Managers, Business Owners and Board Members, who have obtained Certificate and Diploma qualifications in disciplines as diverse as Civil Construction and Entrepreneurship, or who have undertaken tutorials and short training courses in Administration and Project Management. Most of our Global Training Institute students are mature age existing workers, who have years of experience in the workforce.

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TO ADD TO THIS LIST, WE ARE ALSO:

Convenient & Accessible

Easy for you if you are Working 12 hr days.
FIPO, Busy, Family Life – No worries –
Access your Online or via a USB stick and
folder posted to you – so you don't need
to be tied to the internet or be technology
savvy. Access to assessments, results,
resources and training 24/7. Study online,
anywhere, anytime, day or night when
suits you.

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Strong Support

You will be treated as a Real Person and not a Number. You will have your own Completion Coach to work with you and be your own single point of contact. You will also get strong support also from office staff and your Trainers. Your Trainer understands your industry and work pressures. Fast turn-around of your assessments and logical feedback. Simple clear processes and clear expectations. Your efforts will be rewarded with gifts and motivation along the way.

Flexibility

You can have flexible delivery of your course designed to match your needs and schedule – with no off the job or contact hours necessary, no classes to attend if you choose to. Training sessions booked to best fit around your work hours – Day, Night, Saturday Group Sessions – Phone or Face-to-Face. You can decide on your preferred contact and training method and how often you would like to be contacted. There is No minimum completion time unlike other RTO's who say you must take 2 years – if you want to finish it in 6 weeks, or 3 months you can.



TO ADD TO THIS LIST, WE ARE ALSO:

Successful Completion

Your successful completion is our Goal. Celebration when you complete – attend your Graduation Ceremony and celebrate your achievements; You have a great chance of actually completing the qualification with our over 80% completion rate; There are assessment tips and verbal assessment instructions, so you know what your Assessor is looking for; Gain all the support you need to complete; High completion rates.

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Recognized & Relevant to Your Industry

Your Training and Assessments will be relevant to your work; Practical Work Based Assessments – No workbooks, exams or thousand word essays to complete; Your current workplace experience and knowledge will be recognized as you answer questions and use your Workplace Documents; You will learn new skills and knowledge and improve your understanding of your Workplace Systems.

Affordable

A fraction of some course costs + payment plans and help options available – Risk FREE Guarantee – To help you with the finances there is a flexible payment options and ways to help make it affordable.

Career Goal Focus

Design your Course based on your Destination and Career Goals – Choose the units in your qualification to match your Career Goals; Use your Career Planning Sessions with our Career Consultant; to clarify your options and chosen path. This career guidance and coaching service is free of charge, as a 1-hour telephone consultation, prior to your graduation. Raise your profile and access practical resources with FREE Supervisors & Managers Association Membership Use qualification and Association Membership letters (post nominals) after your name; Fast Track entry and credits with multiple Universities.