

Australia's Leading Training Experts

Certificate IV in Work Health & Safety BSB41412

Diploma of Project Management BSB51413



Applied Education

Project Manager - Training Coordinator

Certificate IV in Work Health & Safety

The Certificate IV in Work Health and Safety (BSB41412) is designed for anyone working in a WHS or OHS role or who wishes to pursue a career in the safety field as a Work Health and Safety Coordinator, Advisor or Facilitator. Individuals completing this qualification will apply a broad knowledge base and well developed skills in a wide variety of contexts to provide practical workplace solutions to a range of unpredictable problems.

Upon successful completion of this course, you will receive the Certificate IV in Work Health and Safety (BSB41412).

Diploma of Project Management

The Diploma of Project Management is designed to equip participants with the essential skills, knowledge and attributes required to be an effective Project Manager, regardless of their line of business or industry. The course is based upon the Project Management Body of Knowledge (PMBOK) methodology, providing a strong foundation from which effective project management skills can be developed.

Upon successful completion of this course, you will receive the Diploma of Project Management (BSB51413).

Microsoft Project

This course is designed to provide skills and knowledge which will allow participants to be able to use Microsoft Project to create a new project, enter and work with tasks and resources, create a schedule, and report effective project information. The participant also learns skills in Microsoft Project beyond the basics and covers topics such as project scheduling, resource allocation problem solving, entering and tracking costs, Gantt chart printing, and project formatting. Expert trainer with real life problem solving experience and application of this tool.

Microsoft Project Advanced

This course is designed to take the participant to more advanced levels of Microsoft Project. It covers a diverse range of topics including working simultaneously on multiple projects, sharing resources between several projects, downsizing very large projects, using templates, and extending your Microsoft Project knowledge.



Units of Competency

Certificate IV in Work Health & Safety | Diploma of Project Management



NATIONALLY RECOGNISED
TRAINING

► Certificate IV in Work Health & Safety

Certificate IV in Work Health and Safety (BSB41412) is designed for anyone working in a WHS role or who wishes to pursue a career in the safety field as a Work Health and Safety Coordinator, Advisor or Facilitator.

BSBWHS402A	Assist with compliance with WHS laws
BSBWHS403A	Contribute to implementing and maintaining WHS consultation and participation processes
BSBWHS404A	Contribute to WHS hazard identification, risk assessment and risk control
BSBWHS405A	Contribute to implementing and maintaining WHS management systems
BSBWHS406A	Assist with responding to incidents
BSBRES401A	Analyse and present research information
BSBWHS407A	Assist with claims management, rehabilitation and return-to-work programs
BSBWHS410A	Contribute to work-related health and safety measures and initiatives
BSBSUS301A	Implement and monitor environmentally sustainable work practices
BSBMGT401A	Show leadership in the workplace

► Diploma of Project Management

Diploma of Project Management (BSB51413) is designed to equip participants with the essential skills, knowledge and attributes required to be an effective Project Manager, regardless of their line of business or industry.

BSBPMG511A	Manage project scope
BSBPMG512A	Manage project Time
BSBPMG513A	Manage project quality
BSBPMG514A	Manage project cost
BSBPMG515A	Manage project human resources
BSBPMG516A	Manage project information and communication
BSBPMG517A	Manage project risk
BSBPMG518A	Manage project procurement
BSBPMG519A	Manage stakeholders
BSBPMG521A	Manage project integration
BSBWOR501B	Professional Development
BSBWOR502B	Team Effectiveness



Learning Materials



The Learning Materials are packed full of easy to read and high quality content, step-by-step instructions with visuals and plenty of practice exercises offering exceptional value to the learner. These materials are supported by access to a team of qualified trainers and assessors. Full access to our online learning platform including access to forums, activities and assessments.

Study Options



Classroom Delivery

Our popular classroom course offers comprehensive hands on instruction and personal interaction with the trainer. Our courses are conveniently run on a full time basis, over 5 days Monday to Friday.

Self-Paced Learning

Self-Paced learning is a convenient, effective and affordable way to learn. You can complete the course at your own pace and your own leisure whilst still having access to the Training and Assessment team for support to maximise your learning experience.

Recognised Prior Learning

Recognised prior learning is a chance to have your relevant skills, knowledge and experience count towards this qualification. It recognises your skills and knowledge, no matter where, when or how you gained them so you can gain formal recognition.

Flexible Learning

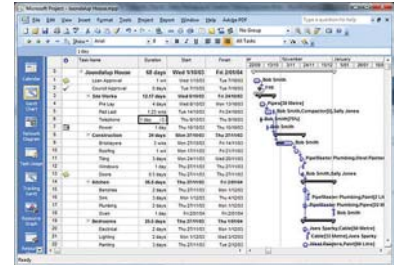
Flexible learning offers the perfect solution to complete the course using a combination of classroom sessions, self-paced learning and recognised prior learning. You get to pick which study option is best for you for each unit giving you the freedom to obtain your qualification.



► Microsoft Project Classroom Course - 2 days \$799

Do you manage projects such as in the construction, engineering, Human Resources planning or any project requiring the monitoring and planning of resources and labour? Microsoft Project Training Course in Perth will enable you to manage and plan using project management tools. Designed for recording, costing, tracking and implementing projects. This two day comprehensive course covers all aspects of the package

- Outline:**
- Plan the project
 - Enter and assign resources and costs
 - Viewing the project database
 - Update and view project progress
 - Balancing project progress
 - Working with reports
 - Working with multiple projects



What is included? Participants will receive course materials, access to online training, complimentary lunch and refreshments.

Course Cost: Total cost per participant is \$799 GST Free. All learning material is included in your course fees.

Duration: 2 consecutive days at our CBD premises

► Microsoft Project Advanced - Classroom Course – 1 Day \$449

This course will look at advanced resource analysis, managing larger project plans, multiple projects and customisation of Microsoft Project to provide advanced reporting capability.

- Outline:**
- Importing and exporting data
 - Linking to external databases and excel
 - Setting up a shared resource pool
 - Advanced resources assignments, workload analysis and resource costs
 - Creating custom fields and custom reports
 - Using Project with Excel Pivot Tables and Visio to create more detail reports
 - Over allocations and resolving issues
 - Working with larger plans, multiple projects
 - Customisation of tables, filter, groups and custom fields including graphical indicators
 - Discussion of using Microsoft Project in a multi user environment

Throughout the day the trainer will provide tips on resolving common problems and best practice usage.

What is included? Participants will receive course materials, complimentary lunch and refreshments.

Course Cost: Total cost per participant is \$449 GST Free. All learning material is included in your course fees.

Duration: 1 day at our CBD premises

Study Options



Classroom Delivery

This option runs from 9am – 4pm and includes tuition, hard copy of course materials, email support, lunch and refreshments.

DVD Delivery

This option allows you the flexibility to study at a time that suits you and includes video tutorials, hard copy of course materials and email support.

Online Delivery

This option allows you the flexibility to study at a time that suits you and includes video tutorials, soft copy of course materials and email support.



Course	Cost	Time	Commences	To Register Tick Box & Circle Date
Diploma of Project Management				
Classroom (Full Time 5 Days)	\$2,990	9am – 4pm	16-21 March or 18-23 May 2015	
Self-Paced Learning	\$2,490		Start anytime	
Recognised Prior Learning	\$2,490		Start anytime	
Certificate IV in Work Health & Safety				
Classroom Delivery (Full Time 5 Days – With 2 further optional drop in days)	\$1,995	9am – 4pm	23-27 March or 25-29 May 2015	
Self-Paced Learning	\$1,750		Start anytime	
Recognised Prior Learning	\$1,750		Start anytime	
Flexible Learning	From \$1,750		Start anytime – Classroom Sessions are to be booked separately.	
Microsoft Project Intro & Intermediate				
Classroom Delivery (2 Days)	\$799	9am – 4pm	11&12 Feb, 24&25 March or 5&6 May 2015	
DVD Delivery	\$199		Start anytime	
Online Delivery	\$149		Start anytime	
Microsoft Project Advanced				
Classroom Delivery (1 Day)	\$449	9am – 4pm	7th May 2015	

Registration Form



ABN 50 096 189 132

▶ Student Details

2015-01 UDS

Student:	Date of Birth:	Gender:
Company:	Address:	
City:	State:	P/code:
Phone:	Email:	

▶ Registration Details

Disabilities: (please tick)

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If yes, please tick any applicable boxes:

Hearing Mental Illness Physical Visual Other (please specify) _____

If available, would you like to receive advice on support services that may assist? Yes No

Student Declaration: (please tick)

- I have read and agree to the Applied Education Student Handbook (refer to our website for a copy)
- I confirm the accuracy of the information provided
- I understand that my personal information may be disclosed to a registering body official for audit purposes

Student's Signature

Date

Parent/Guardian's Signature*
(*if student is under 18 years of age)

Date

▶ Payment Details

(Please tick method of payment and complete where required)

<input type="checkbox"/> Upfront Payment All payment options are available below	<input type="checkbox"/> Payment Plan Credit card option only applies
<input type="checkbox"/> EFT Payments Applied Education BSB: 306-104 Account No: 0643327 (Please quote company name)	<input type="checkbox"/> Credit Card (3% surcharge for Amex/Diners) Please debit the total amount from my (Please tick) <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> AMEX <input type="checkbox"/> Diners Card No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Name on Card: _____ Signature: _____
<input type="checkbox"/> Cheque Applied Education Level 1, 524 Hay Street, Perth WA 6000	