



**Executive  
Assistant  
Network**

SPECIALIST ROLE RELATED TRAINING  
& EDUCATION FOR EAs AND PAs



EXECUTIVE ASSISTANT ACADEMY

BSB40920 Certificate IV in Project  
Management Practice

**Project Management for EAs**

**Nationally Recognised Training**

# Course Outline

**TOTAL UNITS: 9 Units**  
**COURSE CODE: BSB40920**

**COURSE DURATION: 12 Months**  
**DELIVERY MODE: Remote/Online**

**Qualification Awarded by: Creative Vision Training Pty Ltd**  
**RTO code 46013**

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The only Nationally recognised Project Management qualification contextualised for Executive Assistants and the modern Executive Support role.

Successful projects are the result of managing the collective operations of the wider project team. To gain a thorough understanding of project management principles, this course builds upon your existing knowledge gained from managing the modern Executive office.

The role of the modern Executive Assistant utilises many aspects of project management:

- Time Management
- Priority Management
- Resource Management
- Budgeting
- Stakeholder Management
- Strategy
- Change Management
- Critical Thinking
- Procurement
- Vendor Management
- Collaboration
- Risk Management

This course has been specifically contextualised to the modern Executive Assistant and Executive Support role.

By undertaking this course you will:

- Consolidate your existing skills
- Fill gaps in your current knowledge
- Develop new skills and approaches to utilise in your existing workplace
- Learn the international frameworks and language of Project Management Professionals.

# Units of Competency

These units of competency have been developed in consultation with industry experts along with our facilitators who draw upon real-life case studies and examples to ensure the knowledge you gain is practical and applicable to your role.

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG426	Apply project risk management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBWHS411	Implement and monitor WHS policies, procedures and programs
BSBLDR413	Lead effective workplace relationships

## Recognition of Prior Learning (RPL)/Credit Transfer

Recognition of prior learning is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning). You may be eligible for Recognition of Prior Learning (RPL) or Credit Transfer (CT) provided that you have supporting evidence of any prior education and work experience. This can either reduce your study load or shorten the duration of your course.

# Additional Information

The nationally recognised BSB40920 Certificate IV in Project Management Practice qualification will give you the practical skills to successfully manage a project from inception through implementation and completion.

Project Managers are responsible for running all aspects of a project from beginning to end. They plan, execute, and oversee operational activities, ensuring all pieces of the puzzle come together as planned, on time and on budget.

Communication, collaboration, and negotiation skills are applied to set expectations, goals, and responsibilities of the extended team.

This remote/online learning course will teach you how to define a project using scope, time, and quality management techniques. You will learn to apply critical thinking to work practices, which will support you with risk management, cost management and project procurement.

## **Duration and Flexibility**

We understand the need for flexibility and understand the cyclic demands of the Executive Assistant role. The course usually takes 12 months to complete, however you can choose to shorten or lengthen the time you take based on your individual requirements and circumstances (conditions apply).

## **Investment**

**EAN Full Member                      \$ 3,950**

**EAN Associate Member              \$ 4,350**

Note: Course is GST exempt. Sign-up and payment is made directly to Creative Vision Training (RTO # 46013).

Payment plans may be available on an individual basis. Contact us for further details.

## **Government Funding**

You may be eligible to receive a Government funding subsidy to cover part of the course fee. If you are over 40 and an Australian citizen, contact us for further details.

# About Us

## About Creative Vision Training (RTO # 46013)

Creative Vision Training has been in business as a training consultancy since 2008.

They are experts at delivering innovative training and learning solutions. Their in-depth knowledge in training solutions has been sought by RTO's, Job Service Providers and private and government organisations.

Their newly created RTO has developed programs for Executive Assistant Network to address needs specific to the modern EA and Executive support role.

## About Executive Assistant Academy

Executive Assistant Network was launched in 2005 to provide a range of support services to connect EAs and PAs globally. EANs regular networking events, conferences, online tools and formal qualifications are all focused on helping EAs become more proficient and productive at managing the modern executive office.

With a vision to support, inspire and advocate for EAs globally, EAN are the leading EA network worldwide.

The Executive Assistant Academy is the division of the Network that oversees education and training. Since inception, over 2,000 EAs and PAs have experienced education or training offered through the Executive Assistant Academy.

In addition to our constant research and development, this regular contact with EAs and PAs around Australia and with those who have attended from overseas, has ensured that we have maintained a position as the foremost experts in regards to the training and education needs of Executive Assistants and Personal Assistants in the Asia Pacific region, if not the world.

If you have any questions or enquiries regarding our qualifications or any of our other education initiatives, including short courses, conferences and customised in-house training initiatives, please do not hesitate to contact us at:

[Training@ExecutiveAssistant.com](mailto:Training@ExecutiveAssistant.com)

