



NATIONALLY RECOGNISED
TRAINING

Certificate III in Project Administration:

Graduates of the [Project Planning Breakthrough](#) courses can now gain a 10552NAT Cert III in Project Administration qualification.

We can complete this with you and your organisation by means of:

1. Recognition of Prior Learning through an evidence portfolio and an assessment. We provide each candidate an assessment book which outlines the type of evidence they need to provide in order to show that they are competent in each area. Coaching is provided via organised phone and WebEx meeting throughout the process. Students then have a workplace assessment linked to their evidence portfolio.
2. A face to face method which is offered in flexible options. This can be done either as a week, or over a number of days across several months, evening classes, or weekend delivery. These flexible solutions will offer you and your organisation the opportunity to complete the programs with support from the dedicated Facilitator and assessor of these programs who will work with your team to ensure the practical application and knowledge, with the theory and skills are met for you.

Priority Management is also globally recognised training provider with the Project Management Institute, graduates of both Priority Management's Working Smart with Microsoft Project and Project Planning Breakthroughs courses can obtain Professional Development Units.

Project Planning Breakthrough

1161-PMB00020

21PDU's

Working Smart with Microsoft Project

1161-TN061161

7PDU's

10552NAT CERT III in Project Administration is suitable for people who work on or are involved in projects but don't manage or supervise the project. Assessment via RPL and RCC is suitable for those who have experience in working on a project or administering project documentation and logistics. To achieve the qualification, 10552NAT Certificate III in Project Administration, the learner must be assessed as competent in 12 units; 9 core and 3 electives. The core units are;

UNIT 1: **PJACSM301** Contribute to project scope management.

- Element 1.1 – Assist with defining project scope
- Element 1.2 – Apply knowledge of project scope controls
- Element 1.3 – Contribute to review of scope controls

UNIT 2: **PJACTM301** Contribute to project-time-management

- Element 2.1 – Assist in developing project schedule
- Element 2.2 – Assist in maintaining project schedules
- Element 2.3 – Contribute to the assessment of time-management outcomes

UNIT 3: **PJACQM301** Contribute to project-quality-management

- Element 3.1 – Contribute to project quality planning
- Element 3.2 - Apply quality policies and procedures
- Element 3.3 – Contribute to project quality review process

UNIT 4: **PJACCM301** Contribute to project cost-management

- Element 4.1 – Assist in developing the project budget
- Element 4.2 – Contribute to monitoring project costs
- Element 4.3 - Contribute to project cost finalisation process

UNIT 5: **PJACHM301** Contribute to project human resource management

- Element 5.1 – Assist in determining human resource requirements
- Element 5.2 – Assist with human resource monitoring
- Element 5.3 – Contribute to evaluating human resource practices

UNIT 6: **PJACMM301** Contribute to project communications management

- Element 6.1 – Contribute to communications planning
- Element 6.2 – Communicate project information
- Element 6.3 – Contribute to assessing effectiveness of communication

UNIT 7: **PJACRM301** Contribute to project risk-management

- Element 7.1 – Assist with risk analysis and planning
- Element 7.2 – Perform risk-control activities
- Element 7.3 - Contribute to assessing risk-management outcomes

UNIT 8: **PJACPM301** Contribute to project procurement management

- Element 8.1 – Assist with procurement planning
- Element 8.2 - Conduct procurement activities
- Element 8.3 - Assist in finalising procurement activities

UNIT 9: **BSBWHS307** Apply knowledge of WHS legislation in the workplace

- Element 1. – Determine the legal framework for WHS in the workplace
- Element 2 – Contribute to activity that reflects WHS legislative requirements
- Element 3 – Keep up to date with Legislation and relevant publications



A Better Way To Work



Australian Institute of
Project Management

ENDORSED COURSE



The elective units can be chosen from the following;

UNIT **BSBFLM301A** Contribute to effective workplace relations

- Element 1 – Seek, receive and communicate information and ideas
- Element 2 – Encourage trust and confidence
- Element 3 – Identify and use networks and relationships
- Element 4 – Contribute to positive outcomes.

UNIT **BSBFLM309A** Support Continuous improvement systems and processes

- Element 1 – Contribute to continuous improvement systems and processes
- Element 2 – Monitor and report on specified outcomes
- Element 3 – Support opportunities for further improvement

UNIT **BSBFLM312C** Contribute to team effectiveness

- Element 1 – Contribute to team outcomes
- Element 2 – Support Team Cohesion
- Element 3 – Participate in a work team
- Element 4 – Communicate with management

UNIT **BSBWOR301B** Organise personal work priorities and development.

- Element 1 – Organise and complete own work schedule
- Element 2 – Monitor own work performance
- Element 3 – Co-ordinate personal skill development and learning

UNIT **BSBWRT301A** Write simple documents

- Element 1 – Plan document
- Element 2 – Draft Document
- Element 3 – Review Document
- Element 4 – Write Final Document.

Unit **BSBADM307** Organise Schedules.

- Element 1 – Establish Schedule Requirements
- Element 2 - Manage Schedules

This unit describes the skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

It applies to individuals employed in a range of work environments who provide administrative support to teams and individuals.

Contact: Priority Management Australia

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