

# PROJECT PASSPORT



**project**  
EDUCATION AUSTRALIA

## Your Project Passport

Project Education Australia's 4-day interactive Project Passport workshop offers a practical introduction to project management, welcoming participants of all ages, abilities, and confidence levels.

You'll work in teams to contribute to a **real-life project**, learning best practice skills applicable in any industry or sector.

As part of the course, you'll earn Australian government-accredited microcredentials in time management, communication, teamwork, and project management.

What sets us apart is our genuine expertise in the field. We bring thousands of hours and billions of dollars worth of project delivery experience to our programs, ensuring you receive practical, industry-relevant training.

Throughout your learning journey, you'll have unlimited access to our mentors - industry-seasoned project professionals, each with over ten years of senior project leadership experience.

They provide tailored support that accommodates all learning styles and needs.

This program is particularly valuable for job-seekers or those in career transition, offering a way to refresh your professional toolkit and explore new career directions.

By choosing the Project Passport, you're gaining a versatile skill set that can enhance your current career or help you transition to a new field, all within an inclusive, expertly facilitated and fun learning environment.

The Project Passport takes you on the journey to competence in the following Australian Qualifications Framework (AQF) microcredentials:

- BSBPEF101 Plan and prepare for work readiness
- BSBTWK201 Work effectively with others
- BSBPEF202 Plan and apply time management
- BSBCMM211 Apply communication skills
- BSBPMG430 Undertake project work

In a small team of peers, you will learn how to plan, deliver and close a unique project of significance to your local community.

We'll even show you how to boost your resume with hundreds of hours of project experience you didn't realise you already had!

You'll also be directly admitted to the Center for Project Innovation as a **Certified Project Officer (CPO)** and may be automatically eligible for higher-level Certification if you can have the relevant professional experience.

## The Art of Getting Things Done

Projects are everywhere.

You'll find them in big companies, small businesses, community groups, and even in our personal lives.

Thinking about launching a new product at work, putting on a local fair, building a new app, or doing up your kitchen at home?

All of these are projects.

Because projects pop up everywhere, knowing how to get things done well from start to finish is incredibly useful in almost every job and life situation.

You don't need to be an official "project manager" to benefit from project skills.

Being able to break big tasks into smaller steps, decide what's most important, use your time and resources wisely, and roll with the punches when things change - these are handy skills for anyone.

Whether you're a nurse looking after patients, a teacher planning lessons, or someone starting their own business, project know-how can help you work better, talk more clearly with others, and get better results.

These skills don't just make you better at your job; they also make you a great team player and leader, no matter what your job title is or what industry you work in.

Whether in a workshop, virtual classroom or working individually, all our learners benefit from unlimited, on-demand, **active mentor support**, extending actionable advice on the projects you are working on through the lens of good-practice.

Our mentors can uniquely support you in this way because they are:

- ☞ Proven industry experts with a minimum of 10 years' practical experience in leading complex projects, programs and portfolios of work
- ☞ Inspiring communicators and creative, critical thinkers
- ☞ Trained educators, facilitators and mentors

Importantly, they are not career academics who have only learned project management from textbooks and classrooms – they superimpose on the coursework a wealth of project skill and experience from all stakeholder perspectives to bring project management to life.

The one-on-one assignment of mentors to learners also allows a **genuine relationship** to develop, avoiding a call-center feel to learner engagement.

Contact hours are neither stipulated nor capped, meaning that higher risk learners can access appropriate levels of support and self-motivated participants are not held back.

Rest assured, too, that your dealings with your mentor remain confidential at all times, as per our Privacy Policy.





## Participant outcomes

Upon completion of your Project Passport, you will be able to:



- 🔹 Work well in teams to get projects done
- 🔹 Break down big tasks into smaller, manageable steps
- 🔹 Manage your time better, both at work and in your personal life
- 🔹 Come up with smart solutions when things don't go to plan
- 🔹 Feel more confident about taking on new challenges at work
- 🔹 Speak the language of project management to communicate professionally with stakeholders
- 🔹 Show off your new skills on your resume in a way that catches employers' eyes

These new skills will help you in all sorts of jobs, even if you're not the official project boss. They're great for getting things done better and faster in any kind of work.



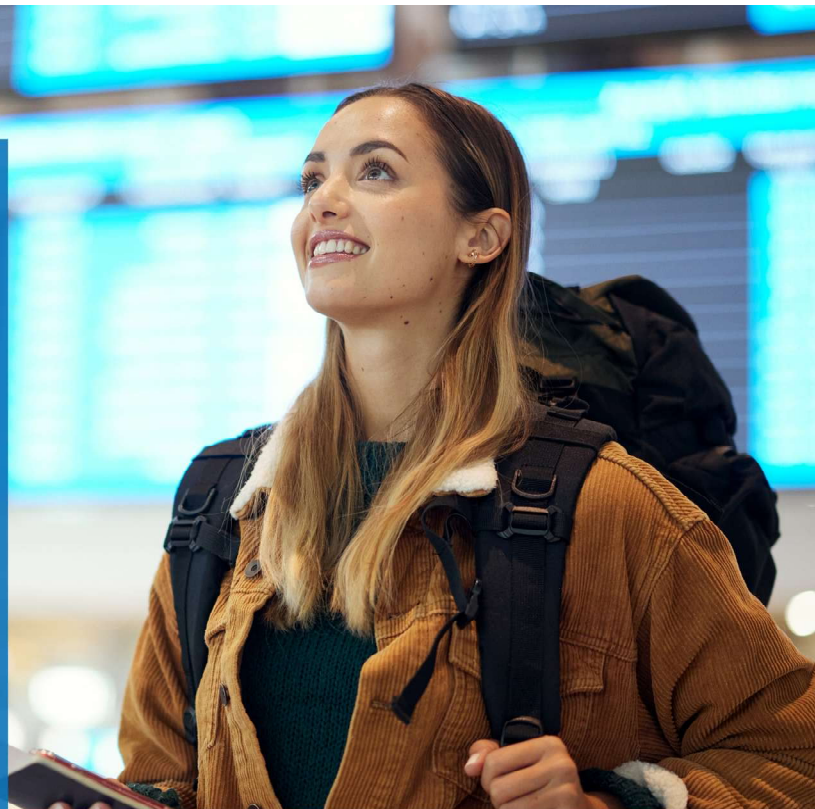
*People think project management is just a degree or a construction thing.*

*It's not just that, it will teach you a lot of things.*

*I think because of the experience I had with project management, I got the job I am currently working in sales and marketing.*

*While I was going through the interview, they asked me, "What did you learn?" I told them, everything!*

**Hemani Patel, Momentum Energy**



Graduates of this program can be fast-tracked into our BSB40920 Certificate IV in Project Management Practice.

Please contact us to learn how academic credit might be applied to your next qualification.