



Empower
Your Future
and Transform
Your Career

with Thrive Training
and Education

COURSE INFORMATION

Project Associate

thrivetraining.com.au





Project Associate

Start your project management career here.

Skills

Learn how to:

- Understand the project lifecycle.
- Assist a project manager to manage project constraints.
- Support project quality and risk management processes.
- Contribute to team collaboration and communication.
- Use project tools and documents.
- Apply organisational policies and procedures to project work.

Potential Career and Study Pathways

- Project Team Member.
- Project Assistant.
- Project Support Officer.
- Project Administrator.
- Diploma of Project Management.

Why Study with Thrive Training and Education?

- **Quality Training.** We are a leading provider of training services with quality at the core of everything we do.
- **Start Now.** We don't have restrictive intakes, so you can begin your studies within 48 hours of enrolment.
- **Interactive Learning Resources.** No more boring textbooks and dry, uninspiring material. Our resources are outcomes focussed, interactive and created to engage you.
- **In Demand Skills** for the Real World. Our courses are based on industry best practice and designed in consultation with industry leaders.
- **Support from Experts at Every Step.** Our trainers are professionals in their respective fields. They have experience to get you on the right track and guide you to completion.
- **Fast Turn Around.** Our assessors will get you feedback on your assessments within days so you can keep moving.
- **Learn at Your Pace.** We offer you the freedom to select from a range of options to allow you to create your own learning journey.
- **Flexibility** to balance your study with your other commitments. There are no face-to-face classes which require time off work and/or time away from family to attend.

Payment Options

Via Stripe, we offer a broad range of payment options with fortnightly or monthly instalments.



Course Overview

This course will equip you to apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this course may include Contracts Officer, Project Support Officer, Project Administrator and Quality Officer.

Upon completion, you will have the skills and knowledge to work autonomously as a member of a project team, with no direct responsibility for overall project outcomes. You will have the ability to support wider project operations, use project tools and methodologies selectively and support organisational or business activities.

Course Duration

9-12 months.

Delivery Methods

- 100% Online.
- Ask about our corporate training options.

Entry Requirements

- You must be at least 18 years of age.
- You must have the required level of competency in English (you may be asked to take a Language, Literacy and Numeracy and Digital Skills assessment to ensure you have the skills to succeed in the course).

Units

1	Project scope management techniques
2	Project time management techniques
3	Project quality management techniques
4	Project cost management techniques
5	Project human resources management techniques
6	Project information management and communication techniques
7	Project risk management techniques
8	Project procurement management techniques
9	Project lifecycle management techniques

Recognising You

Ask us how you can gain recognition for the skills and knowledge you already possess and can demonstrate.

Frequently Asked Questions

How can I enrol?

You can enrol by visiting our website thrivetraining.com.au and clicking on the Enrol Now link.

How much time will I need to commit?

Study does require commitment of time. However, our students successfully combine their course with work and family commitments. Our trainers can assist you with hints and tips to help you get the most out of your learning journey.

Can I do more than one course?

Yes! We offer double courses to save you time and money. You can apply to upgrade for just a few additional units of study, at a very low cost.

What does online learning look like?

We have a state-of-the-art online learning environment that has been purpose built to streamline your learning. It can be accessed via a desktop, laptop, tablet or smart phone, so you can access your materials whenever and wherever you desire.

What are the benefits of studying online?

- Convenience to study at times that suit your schedule.
- Opportunities to engage with others for peer-to-peer learning experiences.
- Cost effectiveness.
- Enhanced skills you will gain from using technology.

What IT requirements will I need?

- A device such as a desktop, laptop, tablet or smart phone with a camera and microphone are required. You will also need a reliable internet connection and the Microsoft 365 Basic software suite.

Are there exams?

- No. We have no exams for any of our courses. All of our assessments are designed to allow you to demonstrate your knowledge and performance in practical and innovative ways.

"I was pretty daunted about returning to study at my age. With a family and work commitments, I was worried I would be thrown into the deep end. But the support I got from Thrive Training was amazing. The facilitators really go the extra mile and are there with you every step of the way."

~ Simon, 48, Project Manager



Scan to enrol



Ready to take the next step in your learning journey? Whether you're looking to upskill, change careers, or pursue your passion, the team at Thrive Training and Education is here to support you every step of the way. Email info@thrivetraining.com.au or

ENROL

at thrivetraining.com.au today!

Upgrade Options for Value - See our website to find out how you can complete double courses for just a few additional units of study, at a very low cost.