BSB50820 Diploma of Project Management (CRICOS Code: 108819D)

Duration

Calendar Year: 52 weeks

Academic Year: 36 weeks

Terms: 4 Terms x 9 weeks each (Total 36 weeks)

Holidays & Study Breaks: 16 weeks – 4 x 4 weeks

Study Type: Full Time, 20 hours / week

Location

Level 2, 1 James Place, North Sydney NSW 2060

Level 6, 8 Quay Street, Haymarket NSW 2000

Course Fee

$6,000.00

Application Fee

A non-refundable Administration Fee of $250 is to be paid with the deposit.

Additional Fees

Material Fees: $200 (Material Fee covers cost of printing of class material, class tests/quiz, and assessment cover forms).

Assessment Arrangements

Assessment is both formative and summative and a holistic approach has been applied where possible. Evidence gathered is a combination of observation through work simulated environment written reports, case studies, question and answers, self-assessments and third-party reports (if applicable).

Delivery Modes

Learners are provided with materials for each individual unit which includes materials used in training sessions, assessment materials (other than tests) and reference materials. All training will be delivered using a blended mode (face to face and online), including use of simulated situations where required.

Emphasis will be made on simulating "real life situations" in order to develop the skills identified in the "employability skills" for this qualification.

Phone: 02 9957 5588

Email: vet@ee.edu.au

Website: www.ee.edu.au

Address: Level 2, 1 James Place, North Sydney NSW 2060

Elite Education Vocational Institute

RTO ID: 45018

CRICOS Code: 03546G

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Entry Requirements

a) **English language equivalence requirements**
- English is the student's first language; or
- IELTS 5.5 with no sub band scores less than 5.0; or
- Completion of at least one year of full-time study at secondary, post-secondary or tertiary level; or
- A pass grade or better in an English language subject at Australian Year 12 level or overseas equivalent; or
- Completion of the English for Academic Purposes (EAP) program at an Australian NEAS Accredited Language Centre; or
- Completion of an English communication skills program appropriate for specific programs approved.

b) **Educational and other qualifications, skills, and other prerequisites**
- A recognised secondary (high school) qualification; or completion of AQF Level 4 study (e.g., Certificate IV); or
- For international students directly recruited from overseas, the entry requirement is the successful completion of equivalent high school certificate.
- Should be 18 years of age or over at time of commencement

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

To gain entry into BSB51415 Diploma of Project Management it is preferred that individuals possess a BSB41515 Certificate IV in Project Management Practice, or similar qualification; or have vocational experience in a project management related role without holding a formal qualification. Conversely, it may also apply to those with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to develop in order to create further educational and employment opportunities.

Adjustments due to COVID-19

EEVI is delivering this course fully online. Resources are available and assessment submitted digitally via Moodle and learning participation and observable assessment occurs via Zoom.

Students are required to follow the same timetable as is scheduled for face-to-face classes. Students are required to log into the Moodle classrooms as per their schedule for the delivery conducted by Trainers. Trainers are available for learners online during the session or via email or phone outside of the scheduled sessions. These sessions are monitored and the system tracks student log-ins. Reports are accessed from Moodle to monitor student attendance.

As EEVI utilises digital resources which are uploaded into its Learning Management System, Moodle, it has not required to make major adjustments to its training and assessment resources. Where group activities were involved and observances required, these will be done online.

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Course Description

The Australian Skills Quality Authority (ASQA) accredits this course. Access the following link for further information regarding the accreditation of this course http://training.gov.au/Organisation/Details/45018.

This qualification reflects the role of individuals who apply project management skills and knowledge to organisations. They may manage projects in a variety of contexts, across a number of industry sectors. They have project leadership and management roles and are responsible for achieving project objectives within set timelines. They possess a sound theoretical knowledge base and use a range of specialized, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Potential Job Roles

- Team Leader / Supervisor
- Senior Project Manager

Recognition of Prior Learning

Elite Education Vocational Institute (EEVI) supports the national policy of recognition of
qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO), regardless of the location, provided that the RTO is registered to offer units of competency which exist within the qualification offered by EEVI and which may also exist in other Training Packages.
An application can be made for RPL when the student believes that they have already attained the necessary skills and competencies elsewhere (work other study etc.). An RPL application form is available from the Student Services Officer upon request.
The student will be required to provide documentation to support their application. The application will be processed and an assessment made as to the success or otherwise of the application. The student will be notified in writing of the result. The Student must sign (or otherwise accept) the 'Record of Course Credit Granted'.

Employability Skills

The skills developed and tested within this diploma are communication, teamwork, problem solving, displays of initiative, planning and organizing, self-management, learning and technology. They are systematically assessed against the relevant industry standards of the employability skill framework.

UNITS OF COMPETENCY	
CODE	**TITLE**
BSBSUS501 (E)	Develop workplace policy and procedures for sustainability
BSBINM501 (E)	Manage an information or knowledge management system
BSBPMG511 (C)	Manage project scope
BSBWOR501 (E)	Manage personal work priorities and professional development
BSBPMG512 (C)	Manage project time
BSBPMG513 (C)	Manage project quality
BSBPMG514 (C)	Manage project cost
BSBPMG515 (C)	Manage project human resources
BSBWOR502 (E)	Lead and manage team effectiveness
BSBPMG516 (C)	Manage project information and communication
BSBPMG517 (C)	Manage project risk
BSBPMG521 (C)	Manage project integration

C Core E Elective

Consistent with the training package rules, the units listed above will be delivered for this course. The code and title of each unit is provided. This qualification is made up of 12 units of competency. The units of competency are stand alone and not sequenced in any specific order. Students will be taught 3 units per term.

To suit individual student needs, 75% of the course content is delivered in the classroom environment (including trainer presentations, videos, resource texts, group exercises and role play) and 25% is conducted online.

Equipment
Students will need to do some self-study as well as assessment preparation throughout their course of study. As a result, access to a computer as well as internet access needs to be available to students (it is highly recommended that students purchase their own device to ensure that there is no limitation). In addition, EEVI has made a fully equipped computer lab, free Wi-Fi access as well as a library available to students which they can use for self-study during EEVI business hours.