

C A R E E R T R A I N I N G I N S T I T U T E

**2016**

**BSB51415**

**Diploma of Project Management**

### BSB51415 Diploma of Project Management

This qualification is suited to those working in a project management role with responsibilities relating to the entire life cycle of a project. It applies to the management of projects in a variety of contexts, across a number of industry sectors.

To be successful in this course the student will demonstrate skills in and a working knowledge of methods, techniques and tools available to initiate, plan execute and evaluate their own project work and the work of others.

To achieve the required competencies students must complete assignment questions and provide a broad range of work-based evidence to demonstrate a real working knowledge of project management.

Entry into Diploma level qualifications at Career Training Institute is conditional on specific criteria. Students might need to produce evidence required to demonstrate that they are eligible for entry to the course.

## Course description

This qualification is suited to those working in a project management role with responsibilities relating to the entire life cycle of a project. It applies to the management of projects in a variety of contexts, across a number of industry sectors.

## Entry requirements

Students should have sound literacy, numeracy and ICT skills and must have current access to a work-based project.

## Pathways

Preferred pathways for candidates considering this qualification include:

BSB41515 Certificate IV in Project Management Practice

OR

Extensive vocational experience in project roles where they may have had some limited responsibility for the output of others but do not have a formal project management qualification.

After achieving this qualification candidates may undertake other qualifications at Advanced Diploma level or above in project management.

## Qualification Requirements

This course has been developed to enable learners to satisfy the requirements of the award of BSB51415 Diploma of Project Management. Twelve units must be achieved – eight core units and 4 elective units.

Module	Unit code	Unit name	
1	BSBPMG511	Manage project scope	Core
2	BSBPMG512	Manage project time	Core
	BSBPMG514	Manage project cost	Core
3	BSBPMG513	Manage project quality	Core
	BSBPMG517	Manage project risk	Core
4	BSBPMG515	Manage project human resources	Core
	BSBWOR502	Ensure team effectiveness	Elective
	BSBPMG516	Manage project information and communication	Core
	BSBPMG519	Manage project stakeholder engagement	Elective
5	BSBPMG518	Manage project procurement	Elective
	BSBPMG521	Manage project integration	Core
	BSBPMG520	Manage project governance	Elective

## Delivery/Assessment

Students receive access to introductory presentations at the commencement of each unit. These presentations are made available as a series of recorded webinars. Students then complete self-paced learning and assessment using learning materials supplied by Career Training Institute. Details of the additional textbook which are purchased separately by the student, are provided. Students are assigned a trainer/assessor whose role it is to support students through their training.

For each unit of competency that students undertake, they will need to complete assessment items which collectively form evidence that they are *competent* (C) in that unit. If students do not complete each item of assessment then they will remain as *not yet competent* (NYC). Generally students will receive two assignments per unit. Each of these items is a piece of evidence and all need to be completed to a satisfactory standard before competency can be awarded. Students will need access to a computer to complete training and assessment.

Assignments may be in the form of:

- written exercises
- practical exercises
- cases studies
- investigations

The idea behind vocational education and training is that the skills gained through structured training through the RTO will underpin what students learn and experience at their workplace and fully round off their professional training.

## Timeline for completion

***There is a reasonable expectation that the first module is completed within three months and each module thereafter is completed within two months and that the entire qualification is completed in no more than twelve months.***

The module enrolment period takes into account that the student might have additional personal and work commitments in this period. If the first module is incomplete within four months or if a subsequent module is incomplete within three months of commencement of the module, the student will need to re-enrol in the module and will be re-invoiced accordingly.

Students will have a maximum of eighteen months from the date of commencement to complete this qualification.

## Recognition of Current Competency/Credit Transfer

Recognition will be given for AQF qualifications and statements of attainment issued by an RTO for previous training. Students should submit a copy of documentation detailing previous units studied with their enrolment application to support information provided in section 6 of the enrolment application. An RCC/Credit Transfer application will then be filled out by a member of the RTO on the student's behalf.

## Recognition of prior learning

RPL is a process that allows recognition of the competencies that a student already possesses. This is to avoid unnecessary training. Recognition of prior learning suits people who have industry relevant:

- Work skills or knowledge
- Paid or unpaid work experience
- Life experience
- Community work experience

To apply for RPL, students should contact the RTO office to request a Recognition of Prior Learning application and to discuss their application with a qualified staff member.

## Learning Support

Glenvale Education will take appropriate measures to ensure that students receive training, assessment and support that meet their individual needs. Learning and assessment strategies are designed to meet student needs, however we recognise that individuals may have additional needs. Glenvale Education will attempt to identify barriers which people with a disability encounter when accessing programs and services and develop strategies to minimise the impact of these barriers.

## Complaints and appeals

The Career Training Institute acknowledges the importance of establishing a transparent and consistent process for managing and responding to complaints and appeals. All complaints and appeals will be managed using the procedure for complaints and appeals in conjunction with other relevant policies and procedures.

It is recognised that complaints and appeals may be minor or major in nature. The Complaints and Appeals policy applies to complaints and appeals of staff members and clients/students. In certain circumstances this procedure may be used to deal with an external stakeholder somehow involved in the training program.

Strict confidentiality will be maintained in all matters relating to a complaint or appeal. Information will be provided to relevant and appropriate parties only if necessary. Persons with a grievance will not be named as far as possible.

The complaint/appeal should be raised in writing, in person or telephone. For major complaints/appeals the person must raise it in writing and submit it to the RTO Manager. A complaints and appeals form is available from the RTO office.

## Fees and charges

Career Training Institute will collect fees for services provided on terms understood by the RTO and the client in accordance with legislation and regulatory requirements.

Clients will be invoiced for a module of units prior to the commencement of each module based on a unit price of \$400. So, clients will be charged \$1200 for each module. See the course description for the module structure.

Course enrolment and student induction are factored into the cost of the first module.

GST is not applicable to these fees.

Payment is to be made within 14 days of invoice issue date.

Once payment is received course materials will be dispatched.

Required textbooks will also need to be purchased by the students.

Students who are deemed 'not yet competent' on completion of training and assessment will be given additional training support and the opportunity to be re-assessed to achieve competency.

Students must gain competency for each unit in the module within the **enrolment period** stated under the section Timeline for completion. If the competency is not gained in this period, the client will be re-invoiced for the cost of each outstanding unit (\$400 per unit).

## Refunds

Clients are only charged for units upon commencement of training and therefore will not be eligible for refunds.

## Application

Complete the enrolment form and return it to:

Career Training Institute  
PO Box 224  
Campbellfield VIC 3061

For enquiries telephone 1300 284 111 or email [rto@careertraining.edu.au](mailto:rto@careertraining.edu.au)



35 CORPORATE PLACE  
BROADMEADOWS VIC 3047  
PO BOX 224  
CAMPBELLFIELD VIC 3061  
T 03 9355 0730  
F 03 9359 9769  
E [rto@careertraining.edu.au](mailto:rto@careertraining.edu.au)

RTO CODE 21607  
Last updated 30 September 2015