BSB51415
Diploma of Project Management
Course Overview
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1. Welcome

Welcome to your Diploma of Project Management course at the Victorian Chamber of Commerce and Industry. This course overview has been developed to provide you with important facts regarding the program. Please read it carefully. If you require further information please speak to your facilitator or the Training Administrator whose details appear below.

1.1 The Victorian Chamber Team

<table>
<thead>
<tr>
<th>Belinda Tierney</th>
<th>My trainer is:</th>
<th>Sabina Bennett</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Manager, Training Services</td>
<td>phone: (03) 8662 5345</td>
<td>Training Administrator</td>
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<tr>
<td>Email: <a href="mailto:btierney@victorianchamber.com.au">btierney@victorianchamber.com.au</a></td>
<td>Email: <a href="mailto:sbennett@victorianchamber.com.au">sbennett@victorianchamber.com.au</a></td>
<td></td>
</tr>
<tr>
<td>Phone: (03) 8662 5493</td>
<td>Phone: (03) 8662 5493</td>
<td></td>
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<tr>
<td>Address: Level 2, 150 Collins Street, Melbourne 3000</td>
<td>Address: Level 2, 150 Collins Street</td>
<td></td>
</tr>
</tbody>
</table>

2. BSB51415 Diploma of Project Management

2.1 Program Information

This qualification has been designed to equip participants with the essential knowledge, skills and attributes required to work effectively in project management roles that require conceptual, operational and supervisory capabilities.

It is expected that participants will establish a sound theoretical knowledge base and demonstrate a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and / or the work of others.

The learning outcomes of this course include:

- application of project management competencies with the workplace
- the concept of integration within an organisational environment
- an overview of how business benefits are achieved
- the techniques and strategies required to get problem projects back on track

This qualification reflects the roles of individuals who manage projects in a variety of contexts, across a number of industry sectors, having project leadership and management roles and being responsible for achieving project objectives.

The skills you gain from this course will prepare you for a range of Project Management careers, including:

- Project manager (generic / industry specific)
- Project leader
- Project team leader
- Project contract manager
- Project vendor manager

This course provides the opportunity to formalise and to develop project managerial skills to perform at a higher level in the workplace, and receive a nationally accredited qualification.
Key features of the program include:

- Flexible delivery, combining face-to-face workshops and self-directed learning or workplace-based applied learning
- Nationally recognised competencies that can be applied on the job
- Units of study that reflect industry and workplace context
- A wide range of learning opportunities

Flexible and focussing on workplace development of skills and knowledge and their immediate applicability on job, this program ensures its industry relevance and currency to participants.

The learning outcomes of the course include:

- application of project management competencies within the workplace
- the concept of integration within an organisational environment
- an overview of how business benefits are achieved
- the techniques and strategies required to get problem projects back on track

### 2.2 Entry Requirements and Pathways

There are no entry requirements for this qualification.

**Enrolment Requirements**

As this qualification requires participants to apply and practice their new skills over a period of time across an organisation, have access to different occupational groups and circumstances, and also to base their assessment solutions in a workplace environment, it is strongly recommended that participants are employed or otherwise engaged in a project management or related role.

Assessment assistance may be provided, if this is not possible.

Participants must be over 18 years of age.

**Pathways into the qualification**

Participants may enter the qualification demonstrating potential to undertake vocational education and training at Diploma - level, including:

- With a Certificate IV in Project Management Practice; OR
- With 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

Participants seeking entry based upon their vocational experience or for workplace-based traineeship enrolment should generally be in job roles including:

- Project coordinator
- Project management officer
- Project team member
- Project or program administrator
- Experienced managers who are already managing projects in an organisation and wish to have their skills formally recognised
- Individuals requiring formal project management qualifications for promotion or other employment opportunities
- External consultants experienced in Project Management who wish to gain a formal qualification
Pathways to completion and further studies

Pathways to completion of this qualification include:

- Course attendance and assessment
- RPL / Credit Transfer for partial or full qualification
- A combination of the above

Units completed in this program may be credited towards other qualifications through a national recognition process.

After achieving this qualification participants may undertake the Advanced Diploma of Program Management or other advanced diploma qualifications.

2.3 Course Content

Packaging rules:

Total number of units = 12

8 core units, plus

4 elective units, which may be selected from the list in this Training Package or any endorsed Training Package or accredited course at Diploma level or higher.

Units of competency to be studied

The following units of competency have been selected in consultation with the industry and they must all be successfully completed by participants to become eligible for the Diploma of Project Management.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Nominal Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Units (8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBPMG511</td>
<td>Manage project scope</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG512</td>
<td>Manage project time</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG513</td>
<td>Manage project quality</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG514</td>
<td>Manage project cost</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG515</td>
<td>Manage project human resources</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG516</td>
<td>Manage project information and communication</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG517</td>
<td>Manage project risk</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG521</td>
<td>Manage project integration</td>
<td>60</td>
</tr>
<tr>
<td>Elective Units (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSBPMG518</td>
<td>Manage project procurement</td>
<td>40</td>
</tr>
<tr>
<td>BSBPMG519</td>
<td>Manage project stakeholder engagement</td>
<td>40</td>
</tr>
<tr>
<td>BSBMGT517</td>
<td>Manage operational plan</td>
<td>70</td>
</tr>
<tr>
<td>BSBWOR502</td>
<td>Lead and manage team effectiveness</td>
<td>60</td>
</tr>
</tbody>
</table>

Total nominal hours 550
Other electives options

To facilitate increased flexibility and better provide for students' diverse work and learning needs, other electives may be selected by participants for RPL/CT purpose only, by the traineeship trainees, or for customised courses according to the Packaging Rules.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF qualification level alignment, and contribute to a valid, industry-supported vocational outcome. Other elective options must be approved by the Executive Manager, Training Services and conditions apply.

Examples of other elective units for RPL / Credit Transfer purpose, for traineeships or for customised courses may include the following:

- BSBINM501 Manage an information or knowledge management system
- BSBINN502 Build and sustain an innovative work environment
- BSBMGT516 Facilitate continuous improvement
- BSBPMG520 Manage project governance
- BSBSUS501 Develop workplace policy and procedures for sustainability
- BSBXBD501 Develop big data strategy
- BSBWORS501 Manage personal work priorities and professional development
- BSBWHS516 Contribute to developing, implementing and maintaining an organisation’s WHS management system
- ICTICT511 Match ICT needs with the strategic direction of the enterprise
- ICTICT515 Verify client business requirements
- MSS015002 develop strategies for more sustainable use of resources
- PSPETH003 Promote the values and ethos of public service

The unit BSBPMG522 Undertake project work- cannot be chosen as an elective.

Unit descriptor and application

The following units apply to individuals responsible for managing and leading a project in an organisation, business, or as a consultant.

1. **BSBPMG511 Manage project scope**

   This unit describes the skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls.

2. **BSBPMG512 Manage project time**

   This unit describes the skills and knowledge required to manage time during projects. It involves determining and implementing the project schedule, and assessing time management outcomes.

3. **BSBPMG513 Manage project quality**

   This unit describes the skills and knowledge required to manage quality within projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.

4. **BSBPMG514 Manage project cost**

   This unit describes the skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.
5. **BSBPMG515 Manage project human resources**

This unit describes the skills and knowledge required to manage human resources related to projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.

6. **BSBPMG516 Manage project information and communication**

This unit describes the skills and knowledge required to link people, ideas, and information at all stages in the project life cycle. Project communication management ensures timely and appropriate generation, collection, dissemination, storage, and disposal of project information through formal structures and processes.

7. **BSBPMG517 Manage project risk**

This unit describes the skills and knowledge required to manage risks that may impact achievement of project objectives. It involves identifying, analysing, treating, and monitoring project risks, and assessing risk management outcomes.

8. **BSBPMG518 Manage project procurement**

This unit describes the skills and knowledge required to undertake procurement in projects.

9. **BSBPMG519 Manage project stakeholder engagement**

This unit describes the skills and knowledge required to manage stakeholder relationships.

10. **BSBPMG521 Manage project integration**

This unit describes the skills and knowledge required to integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk, and procurement across the project life cycle; and to align and track project objectives to comply with organisational goals, strategies, and objectives.

11. **BSBMGT517 Manage operational plan**

This unit describes the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan.

This unit applies to individuals who manage the work of others and operate within the parameters of a broader strategic and/or business plan.

12. **BSBWOR502 Lead and manage team effectiveness**

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams. At this level, work will normally be carried out using complex and diverse methods and procedures requiring the exercise of considerable discretion and judgement, using a range of problem solving and decision making strategies.
2.4 Recognition of Prior Learning (RPL) / Credit Transfer

Participants are advised upon registration that RPL and Credit Transfer options are available, and they must start upon enrolment, and preferably be completed before the course commences.

This will allow participants who were unsuccessful, to enrol in and complete all the required units in their qualification.

Students are not permitted to enter RPL arrangements after they have attended their units (or missed them), after missing assessment deadlines or after being assessed NYC (or in any other similar situations).

The RPL option must not be used by students as a means to avoid consequences for non-attendance and/or non-submission of assessments, during the course delivery or within the allocated assessment period after the workshops.

National Recognition

Under the national recognition process, RTOs are required to recognise qualifications and statements of attainment issued by another RTO.

As such, direct credit under the national recognition requirement will be granted for previously achieved units of competency that have the exact same code and title as the units in the current qualification the student is enrolled in.

RPL and Credit Transfer

Victorian Chamber may grant credit transfer for equivalent common units from superseded or other qualifications previously achieved by participants (or for other electives; conditions apply).

An indicative list of equivalent units that might be used towards credit transfer is provided in the table below, as reference only:

<table>
<thead>
<tr>
<th>Previously Achieved</th>
<th>Current Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPMG511 Manage project scope</td>
<td>BSBPMG511A Manage project scope</td>
</tr>
<tr>
<td>BSBPMG512 Manage project time</td>
<td>BSBPMG512A Manage project time</td>
</tr>
<tr>
<td>BSBPMG513 Manage project quality</td>
<td>BSBPMG513A Manage project quality</td>
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<tr>
<td>BSBPMG514 Manage project cost</td>
<td>BSBPMG514A Manage project cost</td>
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<tr>
<td>BSBPMG515 Manage project human resources</td>
<td>BSBPMG515A Manage project human resources</td>
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<tr>
<td>BSBPMG516 Manage project information and communication</td>
<td>BSBPMG516A Manage project information and communications</td>
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<tr>
<td>BSBPMG517 Manage project risk</td>
<td>BSBPMG517A Manage project risk</td>
</tr>
<tr>
<td>BSBPMG518 Manage project procurement</td>
<td>BSBPMG518A Manage project procurement</td>
</tr>
<tr>
<td>BSBPMG519 Manage project integration</td>
<td>BSBPMG519A Manage project integration</td>
</tr>
<tr>
<td>BSBPMG521 Manage project stakeholder engagement</td>
<td>BSBPMG521 Manage project stakeholder engagement</td>
</tr>
<tr>
<td>BSBWOR502 Lead and manage team effectiveness</td>
<td>BSBWOR502A/B Ensure team effectiveness</td>
</tr>
</tbody>
</table>

If credit transfer is not suitable, students may consider the RPL path, which draws on a variety of types of evidence (e.g. prior learning and education, past and current work experience, volunteering, etc.) to confirm competency in a particular subject.

Refer to your Participant Handbook or call the Training Administrator for more information on the RPL / CT and national recognition processes.
2.5 Training Delivery

This training course will be provided through a range of flexible delivery and assessment methods to meet the individual needs of students and employers, including:

- Classroom-based (non-traineeship)
- Workplace-based traineeship (structured, on/ off-the-job and workplace-based applied learning)
- Onsite classroom-based (non-traineeship)

This program is delivered through a combination of guided learning workshops, reading through and undertaking the activities in the Participant Guide (textbook) to understand the underpinning theoretical concepts, and self-directed learning and workplace-based assessment activities.

The traineeship course will be provided on-the-job, off-the-job or a combination of these, as most appropriate for the needs of the participants and the employers, and it also involves the undertaking the non-routine applied learning activities in the workplace, along with the completion of workplace-based assessments.

The trainers will use a variety of techniques to introduce the learning topics, which may include: presentation, group discussion, demonstration, role play, simulation, and practice activities.

The workplace-based learning and assessment schedule and activities for participants enrolled in a traineeship course are provided to you as guidelines in Part 3 of your Training Plan.

2.6 Attendance

Attendance at all scheduled training sessions is compulsory. The assessments will also be discussed during those workshops and students' engagement and participation will be observed by the trainer/assessor. Students who missed classes, will have to attend make-up classes, as directed by the Victorian Chamber. Assessments submitted without attending the unit unfortunately cannot be considered as there will be no evidence of actual participation in training for that unit, as required.

*For more information about attendance and make-up classes please refer to you Participant Handbook or contact the Training Administrator.*

2.7 Assessment Methods and Requirements

To demonstrate competency for the units in this qualification, participants will be required to complete all the unit assessment tasks and activities provided.

The assessment should gather evidence that demonstrates consistent performance of typical activities experienced in the project management field of work. Therefore, the assessment will comprise a number of assessment tasks to be undertaken in the workplace or in a simulated work environment.

The methods of assessment may include the following: written assessment tasks (e.g. reports, analyses, and discussions), questions and answers, case studies/ scenarios, projects and portfolio, and for traineeships, training log and supervisor report.

If the assessment requires samples of documentation from the workplace, they must be attached to the corresponding task, careful to remove / block out any confidential information.

Participants should answer the assessment tasks using the information provided in the learning material and the context of their own workplace (or provided case studies/scenarios).

All participants will be supported by their facilitator to complete their out-of-class assessments via email and telephone as needed. The Victorian Chamber regularly monitors course progress and participants are also encouraged to liaise with their facilitator regarding their progress or to arrange for an assessment consultation, if necessary.
It is expected that non-traineeship participants will informally contact their assessor to discuss assessment progress and clarify issues as needed for the duration of the course, for up to two hours per unit in total (i.e. not in a 2-hours block).

Traineeship participants may have scheduled a one hour assessment-related session with their assessor each month for the duration of their course. The trainers/assessors will visit the traineeship trainees regularly in the workplace as agreed prior, and arrangements will be made to ensure that workplace-based participants have the opportunity and support for learning, practice and completing of assessments.

### 2.8 Time Commitment and Course Duration

The Volume of Learning includes all activities that are required to be undertaken by the typical student to achieve the learning outcomes (including classes/ workshops, self-paced individual study, research, learning activities and practice in the workplace and assessment activities). According to the Australian Qualifications Framework, the recommended volume of learning for a diploma course is 1 – 2 years (or 1200 - 2400 hours), based on full-time study.

The total course duration for this qualification under the current Training and Assessment Strategy is 15 months (total amount of training 1500 hours), which includes a total of 550 nominal hours.

The classroom-based program includes 66 PUSH, consisting of the scheduled workshops (42hrs) and the estimated assessment consultations and workplace-based tasks (min 24hrs). The traineeship program includes 56.5 PUSH, as detailed in the Training Plan.

To successfully complete all the requirements to gain the qualification as part-time study, within the course duration, requires a significant personal time commitment from participants. Participants should allocate an average of 15 hours per week to work through the Participant Guide, undertake the self-directed learning activities and complete the assessments.

For the classroom-based course, there are 6 face-to-face workshops scheduled for delivery one day per fortnight over 11 weeks (6 days x 7 hours).

Each scheduled workshop requires participant’s presence for 7 hours in the classroom (excluding breaks).

The participants in a non-traineeship enrolment will have 12 months from the date of the last scheduled workshop to submit all the assessments and complete the course. You will have to email your assessments to the Training Administrator, unless otherwise instructed. All assessment work must be submitted by the end of the course.

Where participants are able to demonstrate extenuating circumstances, however, an extension for assessment submission may be granted.

It is highly recommended that from the beginning of your course you schedule study time in your routine and plan to prepare and submit your assessments progressively during the course, and not try to fit everything in as the deadline approaches.

The traineeship assessments will be scheduled in agreement with the participant, and are expected to be completed progressively. Assessments must be submitted (handed over) to the assessor on the agreed dates.

This scheduling allows a reasonable time for self-directed study, workplace practice and assessment preparation.

The nominal course end date (non-traineeship) is 12 months from the date of the last scheduled workshop; this is when all the assessments are due, at the latest.

*For more detailed information about the training and assessment process, methods and requirements, refer to the Participant Handbook.*
### 2.9 Workshops Schedule

<table>
<thead>
<tr>
<th>Session Day</th>
<th>Unit</th>
<th>Course Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manage project integration</td>
<td>Week 1</td>
</tr>
<tr>
<td></td>
<td>Manage operational plan</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Manage project scope</td>
<td>Week 3</td>
</tr>
<tr>
<td></td>
<td>Manage project quality</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Manage project time</td>
<td>Week 5</td>
</tr>
<tr>
<td></td>
<td>Manage project cost</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Manage project human resources</td>
<td>Week 7</td>
</tr>
<tr>
<td></td>
<td>Lead and manage team effectiveness</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Manage project stakeholder engagement</td>
<td>Week 9</td>
</tr>
<tr>
<td></td>
<td>Manage project information and communication</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Manage project risk</td>
<td>Week 11</td>
</tr>
<tr>
<td></td>
<td>Manage project procurement</td>
<td></td>
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</tbody>
</table>