



BSB51407 Diploma of Project Management

Is this course for me?

The qualification provides the opportunity for those people who are in or interested in moving into positions as project coordinators, project management officers, project team leaders and program administrators. Most likely learners will already be in a role, or seeking to fill a management/project management role where they demonstrate specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team; self directed and career focused. Learners may be:

- People managing or overseeing projects across all industry sectors. The qualification has widespread appeal as the units/content are based on the PMBOK® body of knowledge which extends to the project management requirements of any industry/organisation/company.
- Those in the workforce or those seeking to re-enter or re-train for employment at a managerial level in project management.
- People with existing professional/vocational qualifications may wish to extend their formal qualifications into the discipline
- Those seeking a pathway to University study

Participants will need to have had extensive vocational experience in Project Management and either be working on a project or multiple projects or have had experience in managing others in a project management context. Participants must have access to performing Project Management tasks in the workplace in order to complete assessments.

How long does the course take?

The course is offered over a 22 week period commencing with a pre course induction that provides the participant with an opportunity to discuss specific aspects of the course as well as their learning needs.

Flexibility is allowed for specific client and/or individual learning needs.

The sequence of the course begins with Week 1 an Induction session, then one day per fortnight which is grouped in to subject areas of Week 3-7 Scope, Time, Cost Week 9-13 Procurement, Risk, Quality Weeks 15-17 Human Resources and Communication. Week 19 covers Project Integration. Week 21 Introduction to using Microsoft Project is optional - it is a "value add". Week 22 is dedicated to the completion of assessments with the support of Biznorth mentors and trainers. This is a one-to-one process.

Please note that week 21 is specifically dedicated to learning Microsoft Project 2007, this is not compulsory it is at participant choice (some participants may already be familiar with the software).

Biznorth encourages participants, where possible to identify an individual workplace mentor who has project management experience to support the development of their project management skills and knowledge.

It is expected that the participant would need to dedicate approximately 6 hours per week of out of session time researching, reading and collating information to support this course.



Does this course provide any flexibility?

The structure of our training and assessment delivery allows for flexibility in delivery to address the needs of client groups and/or individuals with specific requirements.

If the usual delivery schedule does not fit your needs we can discuss your specific training and assessment schedule requirements and see if together we can come up with a suitable arrangement for scheduling delivery.

What will I learn?

The skills and knowledge you will develop will assist you to work with the project management life cycle and will provide you with a nationally recognised qualification at Diploma level. This qualification reflects the role of individuals who use well developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

What Pathways are there from the qualification?

After achieving the BSB51407 Diploma of Project Management, candidates may undertake the BSB60707 Advanced Diploma of Project Management, a qualification involving the application of high level project and managerial skills, or a range of other Advanced Diploma qualifications.

What units do I study?

Total number of units = 9

9 core units, No elective units

There are no prerequisites requirements for individual units of competency

Diploma of Project Management

BSBPMG501A - Manage application of project integrative processes

BSBPMG502A - Manage project scope

BSBPMG503A - Manage project time

BSBPMG504A - Manage project costs

BSBPMG505A - Manage project quality

BSBPMG506A - Manage project human resources

BSBPMG507A - Manage project communications

BSBPMG508A - Manage project risk

BSBPMG509A - Manage project procurement



Where is the course run from?

Biznorth have a training centre located at:

Unit 18/119 Reichardt Road

Winnellie NT 0820

Phone: 08 8947 0409

Email: info@biznorth.com.au

Web: www.biznorth.com.au

Who are my trainers?

Course Coordinator is Annette Gillanders an experienced award winning educator with a diverse subject knowledge base she is supported by Doug Gillanders who has extensive project experience in a range of topics including Human Resources and Information Technology.

Refer to website for biographies

How will I be assessed?

With the support of Biznorth Trainers you will develop a Portfolio of Evidence for each unit of competency including:

1. **Short Answer Questions** (at least 5 for each unit) testing the learners knowledge of project management processes and techniques and their management in a workplace. The questions can be discussed in the workshops and written responses prepared in accordance with the assessment guidelines for inclusion into the Portfolio of Evidence Record for assessment;
2. **Case Studies** (x 2 for each unit). The Case Studies provide practical opportunities for the learner to demonstrate that they are skilled in managing and leading the planning of and undertaking of a range of issues on major projects. The case studies are conducted within the sessions and provide a simulated work situation where the learners needs to think as a project manager/ leader and deal with issues to give the best possible solution to the project problem/scenario. Learners will have the opportunity to both participate as a member of the group, and lead the group, demonstrating, not only project management process skills, but important resources, leadership and communication skills. Response to the case studies will be written up according to the assessment guidelines for inclusion in their Portfolio of Evidence Record;
3. **Work Based Projects** (x 3 projects) undertaking the management and leadership of the projects throughout their life cycles - planning, reviewing, reporting on, presenting, executing and delivering on the 3 projects. Each project addresses each of the units of competency –scope, time, cost, quality, HR, communication, risk and procurement with the final part of the integration component of the projects being achieved holistically across all the units in the qualification. Learners will be required to give a 30 minute presentation to the session group outlining their projects, and how project scope, schedule, budgeting, quality were achieved, and how human resources were managed and risk and procurement were managed, finally how all these elements were integrated and the projects were executed and closed out.
The learner will be required to present the completed Portfolio of Evidence Record at interview with the assessor and to participate in a question and answer session in relation to their evidence.

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To assist learners detailed assessment requirements for each assessment in a unit are provided to the learner outlining such items as requirements, criteria, including required templates, documentation and workplace access.

Workplace mentors as well as trainers will need to work with the learner at every step of the way to ensure success in the assessment process. Workplace observation assessment may be required to support busy managers undertaking this course.

Can I apply for Recognition of Prior Learning (RPL)?

Biznorth offers Recognition of Prior Learning (RPL) and National Recognition (NR). Biznorth recognises the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by other Registered Training Organisations (RTO). In turn Biznorth may provide credit transfer for any formal learning that a client has undertaken.

Can Biznorth support my learning needs?

Students with individual needs will be assessed prior to training and any reasonable and necessary adjustments will be discussed and incorporated with the student. Reasonable adjustments and measures which may be implemented include but are not limited to; Literacy issues: A language, literacy and numeracy instrument is available for diagnostic use. If you have special needs we will do all we can to assist by making reasonable adjustments.