BSB51415
Diploma of Project Management

2018 Course Information
Statewide
General Information

BSB51415 Diploma of Project Management
Organisations are turning to project management approaches to solve unique problems, effectively manage scarce resources and implement improved efficiencies. Project management is the application of knowledge, skills, tools, and techniques to project activities in order to meet stakeholder needs and expectations. The Diploma of Project Management is for those managing, or intending to manage, complex projects using specialised technical and managerial skills. You may be responsible for your own work and the work of a team. Advance your career with this practical course.

Entry requirements
It is preferred that students have one of the following: A completed qualification such as Certificate IV in Project Management, units in a relevant qualification or vocational experience in project-based work. Participants will need to be employed or have access to an organisation to conduct an on-the-job project.

Course results and skills gained
This qualification will give you the skills to apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. In your role as a Project Leader, Project Management Facilitator, or Project Administrator you may provide leadership and guidance to a team. On completion of this course, you may progress to an Advanced Diploma qualification.

Outcome
BSB51415 Diploma of Project Management

Pathways from the qualification
BSB51915 Diploma of Leadership and Management or
You can also continue on to an Advanced Diploma qualification.

Duration
This qualification can be completed in 12 months.

Learning options
All units are required to be completed in the calendar year they are started. You are strongly encouraged to attend the programmed 1 day workshops. If you are unable to attend these you also have flexible delivery options using workbooks or going online. You may also choose to access the following support resource for this qualification:
Workplace options are also available.

Dates and times
Enrolments are ongoing throughout the year. We will work with you to determine a training and assessment plan that best suits your needs.

Location
Workshops are held at the Clarence and Launceston campuses.
**Competency based training**

Diploma of Accounting is offered under the Financial Services Training Package and is competency based – that is; the ability to perform something to an agreed standard. Learning and assessment involves completion of activities, assignments and knowledge activities. If you are not currently employed in a finance role, to further enhance your skill level you should consider accessing work placement opportunities.

**Enrolment**

- The enrolment process with TasTAFE requires the completion of several forms. This includes:
  - Student Details Form
  - Course Selection Form
  - You are also required to provide proof of identity and evidence of concession – if applicable.
- The enrolment will also include participating in a suitability process. This requirement is designed to ensure you are provided with the most appropriate study and learning pathway to achieve your qualification goals.
- To enrol with TasTAFE, you must have a USI (the Australian Government requires all students to hold a unique student identifier (USI) - visit [www.usi.gov.au](http://www.usi.gov.au) to create your USI.
- Once enrolled, you will be provided with a Username, Password and relevant information allowing you to access course work. This process can take up to 48 hours.

**Enrolment costs and concessions**

- Fee Rate – The enrolment fee rate must satisfy certain conditions:
  - An Australian or New Zealand citizen; or
  - A permanent resident of Australia; or
  - Hold a state sponsored visa on a pathway to permanent residence; and
  - Must reside or work in Tasmania; and
  - Be of working age (16-65)

**Important information in relation to fees:**

- Upfront payment can be made by EFTPOS, credit card, cash or cheque.
- Alternative payment options through a VET Student Loan can also be accessed.
- Sponsorship may be applicable for fee payment through agreement with a relevant sponsor, such as a Job Network Agency or employer.
- If you withdraw from the course prior to the advised Census date, a refund of any paid enrolment fees is available.
- Further information on fee payment eligibility and options can be discussed with your enrolling teacher.

You can discuss fees and payments, including our refund policy, prior to enrolment or further information is available at: [http://www.tastafe.tas.edu.au/future/fees-and-payments/](http://www.tastafe.tas.edu.au/future/fees-and-payments/)

**VET Student Loan**

Students studying at Diploma and Advanced Diploma level may choose to defer their tuition fees to a ‘VET Student Loan’ (formally VET FEE-HELP).

The scheme allows students to defer payments of tuition fees as a loan with the Australian Tax Office.
### Qualification Enrolment Fee and the Learning Resource Fee:

The enrolment fee (GST free) for the Diploma of Project Management is shown below:

<table>
<thead>
<tr>
<th>Entitled</th>
<th>Non-entitled</th>
<th>Annual Concession – Entitled</th>
<th>Annual Concession – Non-entitled</th>
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<tbody>
<tr>
<td>N/A</td>
<td>$3,025</td>
<td>N/A</td>
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</table>

Plus Other Fee: Online Learning resources: $228 (GST included)

### Recognition of prior learning

If you have skills and experience to meet all the competencies of any units and can demonstrate/document that competency, then you may apply for recognition of prior learning. Please talk to the enrolling teacher for more information.

You can receive recognition for your previous study, work experience and existing skills. This may mean credit is given towards this qualification. Any identified training gaps can be addressed through individual coaching and/or participation in workshops.

### Flexible learning

Flexible learning involves you allocating time to study, rather than turning up to a physical class. Establishing a study pattern is important in successfully completing flexible study. Set yourself a study time and treat this like a class. A positive attitude to making that time happen will give you the greatest success.

Learning support is provided throughout the course. A teacher is available to assist you reaching your learning goals. Any questions you have can be answered either through a phone call or via email. However, if you chose to study flexibly, you are expected to show independence in your learning. Your teacher is available to provide advice, but ultimately you are the one who needs to make time to complete your goals. Activities will have deadlines for completion and it is your responsibility to ensure you meet these deadlines. TasTAFE also offers on-campus courses if you would prefer a more structured study option. If you demonstrate that you are not committed to your study, you will be contacted to discuss your options, but without evidence of activity, you may be withdrawn from the course.

### Work presentation

Presentation of work should meet workplace standards. This means that work is to be word-processed, proof-read and formatted in a professional manner. Work involving the completion of forms and/or including calculations should be accurate and completed according to instructions. Consider the grammatical structure of sentences and paragraphs.

### Assessment process

What training and assessment strategies do the programs provide?

- Comprehensive learner guides and reference materials to complement each unit
- Facilitated learning experiences covering all aspects of the qualification
- Supportive, structured and collaborative workshop and classroom environments
- All assessment and additional learning materials will be provided
- Networking opportunities with others in industry.
Assessment information

Assessment will be included within the course, but may require some additional work to meet the evidence requirements of the unit. For example, if you are not currently working in an accounts administration role, a voluntary work placement in this field may help provide evidence of you applying the skills in a workplace context.

Assessment feedback will be provided, which may identify:

- Corrections required to demonstrate competency or any missing work
- Re-assessment requirements (if any) – you are provided with 3 attempts at assessment tasks
- Your final result
- Recommendations for future action (if relevant)

Learning Resources

For flexible study, this requires access to:-

- a computer with Microsoft Office installed (Microsoft Office is available to download for TasTAFE currently enrolled students – the instructions are provided below)
- a personal email address and
- a reliable internet connection

You may wish to use a TasTAFE regional campus for study purposes if this suits your situation. Daytime flexible learning environments with individual access to computers are available within the TasTAFE regional libraries.

Downloading Office 365 at home

- Go to: office365.education.tas.edu.au
- Log in with your TasTAFE student information - this is in the following format:
  - firstname.lastname.00@education.tas.edu.au
- Select ‘Install now’ and follow the prompts
- If you require further assistance, please visit one of our regional libraries with your device and our library staff may be able to provide advice.

Catapult eLearning: provides an online learning and assessment model for students who prefer to learn this way. When you enrol and pay for the online access you will be emailed your access username and password.

OR

A Guide to the Project Management Body of Knowledge (PMBOK Guide), 5e

Approximate Cost: Book $99.95 or eBook $47.27

AND

Project Management, Integrating Strategy, Operations and Change, 3e

Stephen Hartley ISBN: 978-0-7346-0815-4
Approximate Cost: Book $69.95

This is an invaluable resource which will be referred to during your program. This book is used across multiple qualifications at Cert IV and Diploma level
Qualification Requirements
This qualification consists of twelve (12) units – There are eight (8) core units, four (4) elective units:
Elective units must be relevant to the work environment and the qualification, maintain the integrity of the Australian Qualification Framework (AQF) alignment and contribute to a valid, industry-supported vocational outcome.

TasTAFE offers the following units as part of Diploma of Project Management:-

A copy of each competency standard against which you will be assessed will be provided. Further information on each unit can be accessed at http://training.gov.au.

<table>
<thead>
<tr>
<th>Unit Name</th>
<th>Core and Elective Units</th>
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<tbody>
<tr>
<td>BSBPMG511 Manage project scope</td>
<td>C</td>
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<td>BSBPMG512 Manage project time</td>
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<tr>
<td>BSBPMG513 Manage project quality</td>
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<tr>
<td>BSBPMG514 Manage project cost</td>
<td>C</td>
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<tr>
<td>BSBPMG515 Manage project human resources</td>
<td>C</td>
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<tr>
<td>BSBPMG516 Manage project information and communication</td>
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<tr>
<td>BSBPMG517 Manage project risk</td>
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<tr>
<td>BSBPMG521 Manage project integration</td>
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<td>BSBPMG518 Manage project procurement</td>
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<td>BSBPMG519 Manage project stakeholder engagement</td>
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<tr>
<td>BSBPMG520 Manage project governance</td>
<td>E</td>
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<tr>
<td>BSBWOR501 Manage personal work priorities and professional development</td>
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**Unit Descriptors**

**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.

Elements
- Conduct project authorization activities
- Define project scope
- Manage project scope control process

**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.

Elements
- Determine project schedule
- Implement project schedule
- Assess time management outcomes

**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.

Elements
- Determine quality requirements
- Implement quality processes
- Implement project quality improvements

**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.

Elements
- Determine project costs
- Monitor and control project costs
- Complete cost-management processes

**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.

Elements
- Plan human resources relevant to projects
- Implement project personnel training and development
- Lead project team
- Finalise human resource activities related to projects
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.

Elements
- Plan information and communication processes
- Implement project information and communication processes
- Assess information and communication outcomes

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.

Elements
- Identify project risks
- Analyse project risks
- Establish risk treatments and controls
- Monitor and control project risks
- Assess risk management outcomes

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.

Elements
- Establish project
- Undertake project planning and design processes
- Execute project in work environment
- Manage project control
- Manage project finalisation

BSBPMG518 Manage project procurement
This unit describes the skills and knowledge required to undertake procurement in projects.

Elements
- Determine procurement requirements
- Establish agreed procurement processes
- Conduct procurement activities
- Implement and monitor procurement
- Manage procurement finalisation procedures
**BSBPMG519 Manage project stakeholder engagement**
This unit describes the skills and knowledge required to manage stakeholder relationships.

Elements
- Identify and address stakeholder interests
- Manage effective stakeholder engagement
- Manage stakeholder communications

**BSBPMG520 Manage project governance**
This unit describes the skills and knowledge required to establish and implement project governance. It involves identifying, applying, monitoring and reviewing project governance.

Elements
- Identify project management structure
- Apply project governance policies and procedures
- Monitor and review project governance

**BSBWOR501 Manage personal work priorities and professional development**
This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

Elements
- Establish personal work goals
- Set and meet own work priorities
- Develop and maintain professional competence
CONTACT

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