DIPLOMA OF PROJECT MANAGEMENT BSB51415

- Gain solid, theory-based knowledge of project management concepts and strategies
- Discover how to effectively manage projects in a range of contexts and sectors
- Explore how to use tools that will help evaluate project outcomes and others who work on your project

Campus

Brisbane, Sydney, Melbourne

Program Length

Maximum 64 weeks* (20 hours/week)
Includes 6 hours/week online study +
14 hours/week in class study
*48 weeks study + up to 16 weeks scheduled breaks.

Length of the program may vary from 60 to 64 weeks depending on the start date.

Schedule

Weekday: Brisbane, Sydney, Melbourne
Weekend: Melbourne

2020 Start Dates

Jan 6, Mar 9, Apr 20, Jun 22, Aug 3,
Oct 5, Nov 16
SCHEDULED BREAKS
Feb 17 – Mar 6, Jun 1 – Jun 19,
Sep 14 – Oct 2, Dec 28 – Jan 1, 2021

2020 Fees

Registration fee:	$230
Material fees:	$280
Tuition:	$12,000

RPL & Credit Transfer must be applied for upon enrolment
Late submissions fee: $50*

* All fees in Australian Dollars, payment by installment is available on request and approval

Entry Requirement

- An equivalent of Australia's Year 10 school certificate. A prior working knowledge and experience of a business environment would be useful.

- International students must meet a minimum language requirement of IELTS 5.5 with a minimum band score of 5.0. TOEIC 650 with a minimum reading score of 350. Direct entry is available through ILSC Intermediate 3 and above.

- Students must be at least 18 at the commencement of studies.

Program Description

Project management opens up opportunities for individuals in a wide range of industries and is an essential skill in any business.

The Diploma of Project Management (BSB51415) should empower students with the confidence to manage projects in a variety of contexts, and across a number of industry sectors. Students will gain a solid foundational knowledge in key areas of project management, and how to achieve project outcomes.

By the end of program, students should come away with the ability to use a range of specialised, technical, and managerial skills to initiate, plan, execute, and evaluate their own work and/or the work of others.

Study Schedule/Delivery Mode

In all of our programs, you will build a timetable which combines 6 hours per week of online study and 14 hours per week of in-class study. The online study component includes exercises, discussion forums, and resources to help with assignments and to provide foundational academic and learning skills. In-class study schedules combine the core lecture with foundation skills and PASS classes. You must attend both lectures, as each lecture covers different content. PASS classes are Practical Assessment Support Sessions. In PASS classes, you will meet with your trainer to discuss any questions you may have about study or assessments. Foundation Skills sessions help you build language and other skills for business. You will learn to speak and present ideas with confidence. Topics include running meetings, writing business emails, negotiating and giving presentations.

Weekday Schedule – Sample*

HOURS	MONDAY	TUESDAY
1:15 PM-3:15 PM	Foundation Skills	PASS
3:30 PM-5:30 PM	PASS	Foundation Skills
6:00 PM-9:00 PM	Lecture	Lecture

* Schedule is a sample only and may vary.

Diploma of Project Management (BSB51415) units

COURSE NAME	DESCRIPTION
MANAGE PROJECT SCOPE (BSBPMG511)	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.
MANAGE PROJECT TIME (BSBPMG512)	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.
MANAGE OPERATIONAL PLAN (BSBMGT517)	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.
LEAD AND MANAGE EFFECTIVE WORKPLACE RELATIONSHIPS (BSBLDR502)	This unit describes the skills and knowledge required to lead and manage effective workplace relationships.
MANAGE PROJECT COST (BSBPMG514)	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.
MANAGE PEOPLE PERFORMANCE (BSBMGT502)	This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management.
LEAD AND MANAGE TEAM EFFECTIVENESS (BSBWOR502)	This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.
MANAGE PROJECT HUMAN RESOURCES (BSBPMG515)	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.
MANAGE PROJECT INFORMATION AND COMMUNICATION (BSBPMG516)	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.
MANAGE PROJECT QUALITY (BSBPMG513)	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.
MANAGE PROJECT RISK (BSBPMG517)	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.
MANAGE PROJECT INTEGRATION (BSBPMG521)	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.

GREYSTONE COLLEGE TRAINING FACILITIES AND RESOURCES

Greystone College campuses are fully equipped with all the resources and facilities required to successfully undertake this program including computer labs, software, free WIFI, photocopiers, charging stations, and student lounge. It is highly recommended you bring your own laptop (device) to enhance your campus experience. All course resources are available to students via their personal login to the Learning Management System (Moodle). Students can track their progress and academic success.

BOOTCAMP

Bootcamp is a free service designed to keep you on track. Juggling a busy lifestyle with study and work can be tough; our free Bootcamp program is available to help students catch up on assessments if they fall behind.

COURSE RESOURCES

The Online Course Resource Library provides students with informative links and information. Resources are easily searched by course unit or topic, and make your learning easier. On the Online Learning Management System (LMS), all class assessments, student work books, and extra resources that support class delivery are available for download. Test and assessment results are posted in student files. Students can use the LMS to message other students in their classes or their trainer if they have questions or want to connect.

ASSESSMENTS

All units studied in this qualification will be assessed in at least 3 different ways. Assessments will consist of a mix of quizzes, projects, case studies, presentations, and questions.

COURSE COMPLETION

Students obtaining a 'Competent' result for all units studied will be issued a 'Qualification' – Diploma of Project Management (BSB51415) issued by ILSC Business College . Should a student not complete the full qualification, a 'Statement of Attainment' will be issued for the units which the student is deemed 'Competent'.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

RPL and Credit Transfer can be applied for at the time of enrolment or during the orientation. Please refer to Greystone College website or VET Student Handbook for more information.

WHAT IS NATIONALLY RECOGNISED TRAINING

All Greystone College programs are Nationally Recognised Training. The Nationally Recognised Training (NRT) logo is a distinguishable mark of quality for promoting and certifying national vocational education and training leading to Australian Qualifications Framework (AQF) qualifications or Statements of Attainment.

For policies and procedures around: deterring, suspending, or canceling enrollment; refunds; complaints and appeals; tracking attendance and academic progression, please refer to our website: https://www.greystonecollege.com.au/policies

Greystone College Pty Ltd partners with local and global agents to engage with prospective students.Please see the list on our website under Policy and Procedures for details.

WWW.GREYSTONECOLLEGE.COM.AU