

Advanced Diploma of Project Management BSB60707 Study by Correspondence

Career-relevant, Accredited and Industry Endorsed

Because QTC vocational courses are developed in consultation with relevant industry and community groups, you can rest assured that your qualification is highly valued by industry employers, education and training providers and the wider community.

This Project Management Advanced Diploma has been developed under the Australian Qualifications Framework, so it's government-accredited, as well as nationally recognised and endorsed by the Australian Institute of Project Management (AIPM).

Once you've completed this QTC Advanced Diploma course, you may choose to further your studies with a postgraduate degree course at either Edith Cowan University (ECU) or Curtin University. You will receive the possibility of recognition towards advanced standing for your QTC Advanced Diploma.

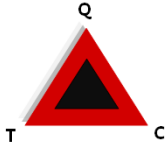
To obtain your Advanced Diploma, you need to provide evidence of your competency to manage programs and multiple projects and manage project managers.

From our experience, you will find it relatively easy to provide evidence of the Advanced Diploma competencies if you meet the following criteria:

- supervise others who develop project management plans;
- delegate responsibility for the achievement of project objectives to others;
- receive reports from several project managers; and
- monitor and review a number of projects against business or corporate objectives.

Prerequisites for Advanced Diploma

Participants need to be currently working in a senior project environment – or be able to access a work-based program involving a range of projects at the program manager level.



Learning and support strategy

You will be strongly supported in your learning. You can contact us at any time by phone or email. If you are visiting Perth and would like to meet with the Program Coordinator, we would be happy to do so. Please just contact us in advance and make an appointment.

Studying by correspondence allows you the opportunity to study at a place and time that best suits you, as well as fitting in your business and life activities. However, this type of study is also very challenging as you can become easily distracted or continually put off your study. You must be self-disciplined and have sound time management skills if you are to meet your assessment due dates.

Following enrolment, the Program Coordinator will arrange with you an initial telephone discussion about your program, the assessment activities and the preparation of your workplace program portfolio. Email is used where a telephone discussion is not possible.

So that the Program Coordinator can gain a better understanding of your current work role, work experience and previous learning related to program management, you will need to provide your current resume with summary details of:

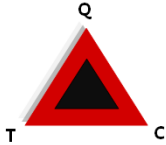
- Your program management experience
- Any other workplace experience relevant to the units of competency; for example, planning, preparing budgets, directing risk, managing project managers etc
- Any certificates/qualifications relating to other project management courses attended
- Any certificates/qualifications relating to any other courses relevant to the project director units of competency; for example, planning, preparing budgets, directing risk, managing people etc

Learning activities

For each unit of competency you will need to read the nominated chapter from the text and source related procedures from you workplace or other organisation.

QTC Training & Education

Enhancing your Program and Project Performance



Australian Institute of
Project Management

Endorsed Training Provider



Training Accreditation Council
WESTERN AUSTRALIA



You will have access to the Program Coordinator throughout the course. Individual support, personalised to your needs, is provided by the Coordinator via email and telephone discussions.

You are not required to attend workshops and there are no exams.

Textbook

Project Management: Principles, processes and practice, 2nd edition is a unique textbook written to align with the Australian project management competency standards that underpin current project management theory and application.

The textbook is an excellent resource and covers all units. It will be posted to you on enrolment. The cost of the textbook is included in your fee.

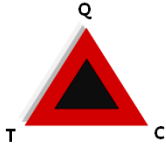
What you'll learn with the Advanced Diploma of Project Management

This course aims to give you the knowledge and skills required to work in a workplace at the Project Director level. Among other things, you'll learn how to:

- Direct the integration of projects BSBPMG601A
- Direct the scope of a project program BSBPMG602A
- Direct time management of a project program BSBPMG603A
- Direct cost management of a projects program BSBPMG604A
- Direct quality management of a projects program BSBPMG605A
- Direct human resources management of a project program BSBPMG606A
- Direct communications management of a project program BSBPMG607A
- Direct risk management of a project program BSBPMG608A
- Direct procurement and contracting for a project program BSBPMG609A

Assessment

You should read and make sure you understand the unit descriptor as you commence each unit. To achieve your qualification you must gather and provide appropriate evidence to demonstrate that you are competent against each unit.



Being competent means:

- You can perform a task/job/activity to the industry standard
- You can do it in a consistent way, over time
- You have sufficient knowledge to enable you to perform it in a range of situations
- The level of your performance is consistent with the requirements of the level of the qualification

What you need to do

Undertaking Advanced Diploma of Project Management, there are three assessment activities per unit of competency that you are required to successfully undertake to achieve your qualification - Activity 1, Activity 2 and Activity 3.

Activity 1: Reading and Report

Read the relevant chapters/documents contained in:

Project Management: Principles, processes and practice, 2nd edition and your workplace procedures

Based on your reading, prepare a report that addresses the In the Workplace Questions asked at the Project Director level. This report will include an analysis of the key similarities between your workplace policies and procedures and the PMBOK® processes.

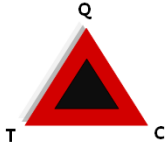
Read each question you have to answer carefully. Restate each question so it is clear which question you are attempting. Short sentences or the use of dot points is quite acceptable. Please ensure your writing style is clear and concise.

Activity 2: Management Plan

You will need to prepare a management plan for each unit of competency. This is the plan for how you will manage the design, implementation and closure of your next project across each knowledge area/competency.

Activity 3: Workplace project

In addition to completing Activities 1 and 2 for each unit, the major part of your assessment is the design, management and finalisation of a real workplace program. Preferably, but not necessarily, the one program will be used to assess all units.



If you already have a program as part of your current work activities, this program will be the basis of your assessment. In other words, the assessment will be linked to work that you are already doing.

If a program is not part of your current work activities, you will need to negotiate a program with your manager, and this program will be the basis of your assessment. The program negotiated should be of genuine value to the workplace.

Submission of your work

All documentation must be presented to the standard expected in a workplace. All work should be submitted within agreed timeframes. Remember, meeting deadlines is an important facet of program management.

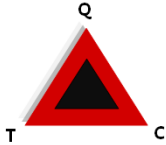
It is a requirement that the work you submit for assessment is your own. You may seek help from your peers should you be required to as part of the consultation process for your program. You may also ask your peers for assistance if you are experiencing difficulties. However, once the problem has been resolved you must produce the assessment work by yourself.

Submitting your program portfolio

Within three months of completion of your program or program phase (unless otherwise negotiated with the QTC Program Coordinator), you must compile an indexed portfolio for all units of competency (assessment template provided).

- The portfolio must contain the information listed in Activity 3 for each unit. It must be clear to the assessor which part of each document links to the information requirements as outlined in each Activity 3.
- You must also submit a Program Sponsor's Testimonial, to verify your program management skills and knowledge and the authenticity of your evidence.
- You may also include in your portfolio any other evidence you consider relevant.

Following receipt of your portfolio, your assessor may schedule a telephone interview (approximately 30 minutes) to provide you with feedback, review sample processes you used throughout your program and ask you questions. The questions will vary depending on the nature of your program and your program documentation.



Your portfolio will be securely stored, kept strictly confidential and is only available to your assessor.

When you have satisfactorily completed all Activities, we will issue your qualification.

Not demonstrating all of the required competencies?

We realise that all programs are different and some will not cover all of the program management knowledge areas. It is possible that your assessor will ask for additional documentation. If necessary, you may provide documents from more than one program. There are four principles of assessment that must be applied by QTC in establishing competency. These principles are:

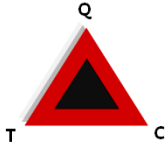
- *Validity*: your evidence must clearly and directly relate to the evidence requirements for each unit of competency.
- *Reliability*: other assessors would make the same judgement about your competency.
- *Flexibility*: assessment should reflect your needs and occur at a mutually convenient time and situation.
- *Fairness*: the assessor will objectively consider your needs and learning characteristics and any reasonable adjustments that should be applied.

Opportunity exists for you to negotiate your assessment and provision for reassessment is provided.

The rules of evidence in competency-based assessment

The evidence you submit for assessment must meet the following rules:

- *Valid*: your evidence must clearly and directly relate to the evidence requirements for each unit of competency. Check the overview of evidence and the specific evidence requirements contained within the unit descriptor.
- *Sufficient*: there must be enough evidence to enable us to make a decision in relation to your competency. Try to present enough evidence, not too much/not too little, across the units of competency.
- *Current*: the evidence must be indicative of your current competence. Evidence from the previous two years is preferable.



- *Authentic:* your evidence must be your own and not another person's work. We will need to confirm that the evidence you provide is actually your own work.

Flexible Study with Distance Learning (approx 140 hours) must be completed within 12 months of registration

Study Hours	Time to Complete
10 hrs/wk	3 - 4 months
7 hrs/wk	5 months
4.5 hrs/wk	8 months

Course fees

Fees are inclusive of learning and assessment services, and textbook.
Fees may be paid by instalments as follows, reflecting your progress through the course:

Advanced Diploma of Project Management - \$3,000 (no GST applicable)
Deposit \$600 (non refundable)
1st Instalment \$700 (after submission of your first three units)
2nd Instalment \$700 (after submission of three more units)
3rd Instalment \$1,000 (after submission of the final three units)

A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>

Getting Started

After you receive confirmation from QTC of satisfying the acceptance criteria, simply go to the QTC web site and click on the Payments link for our secure payments process and select the Study by Correspondence Payment option. You only need to 'pay as you go', select the deposit option, complete the details and you will receive via email a confirmation of your payment; we will then dispatch your materials and make contact with you.