

Diploma of Project Management BSB51407 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 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). This course will also assist in preparation for the Project Management Institute's (PMI) Project Management Professional (PMP) exam.

Once you've completed this QTC 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 Diploma.

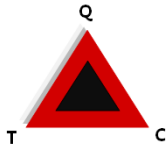
To obtain your Diploma, you need to provide evidence of your competency to manage projects and manage a project team.

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

- You are working as a project management specialist
- You have had 3 or more years experience as a project manager
- You have an existing Certificate IV or higher qualification in a management/business-related field
- You are managing, or have previously managed, a project with complexities
- You are managing, or have managed, a project team

QTC Training & Education

Enhancing your Program and Project Performance



Australian Institute of
Project Management

Endorsed Training Provider



Training Accreditation Council
WESTERN AUSTRALIA



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.

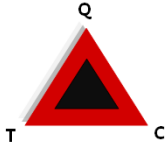
Following enrolment, the Program Coordinator will arrange with you an initial telephone discussion about your project, the assessment activities and the preparation of your workplace project portfolio. Email is used where a telephone discussion is not possible.

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

- Your project management experience
- Any other workplace experience relevant to the units of competency; for example, planning, preparing budgets, managing risk, managing people etc
- Any relevant non-workplace experience that may provide evidence of competency; for example, building your own house charity work, organising a school reunion
- Any certificates/qualifications relating to other project management courses attended
- Any certificates/qualifications relating to any other courses relevant to the project management units of competency; for example, planning, preparing budgets, managing 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.



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 Diploma of Project Management

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

BSBPMG501A Manage application of integrative processes

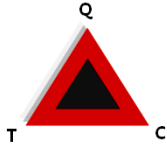
This unit specifies the outcomes required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement, and align and track the project objectives to comply with organisational goals, strategies and objectives.

2. BSBPMG502A Manage project scope

This unit specifies the outcomes required to determine and control the end products of the project, and the processes to develop them. It covers project authorisation, developing a scope management plan and managing the application of project scope controls.

3. BSBPMG503A Manage project time

This unit specifies the outcomes required to manage time within projects. It covers determining and implementing the project schedule and assessing time management outcomes.



4. BSBPMG504A Manage project costs

This unit specifies the outcomes required to identify, analyse and refine project costs to produce a budget, and use this budget as the principal mechanism to control project cost.

5. BSBPMG505A Manage project quality

This unit specifies the outcomes required to manage quality within projects. It covers determining quality requirements, implementing quality requirements, implementing quality assurance processes, and using review and evaluation to make quality improvements in current and future projects.

6. BSBPMG506A Manage project human resources

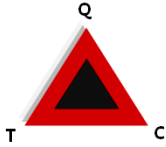
This unit specifies the outcomes required to undertake human resource management within projects. It involves planning for human resources, implementing staff training and development, and managing the project team and stakeholders.

7. BSBPMG507A Manage project communications

This unit specifies the outcomes required to link people, ideas and information at all stages in the project life cycle. Project communications management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes. It aids in decision making and the control of informal communication networks to facilitate the achievement of project objectives.

8. BSBPMG508A Manage project Risk

This unit specifies the outcomes required to manage risk within a project in order to avoid adverse effects on project outcomes. It covers determining, monitoring and controlling project risks, and assessing risk management outcomes.



9. BSBPMG509A Manage project procurement

This unit specifies the outcomes required to undertake procurement and contract management within projects. It covers determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.

Pre-requisites

There are no formal pre-requisites for undertaking the course. However, course participants are expected to have levels of language, literacy and numeracy usually required of project managers and to be in a position to assemble the required portfolio of workplace evidence.

Assessment

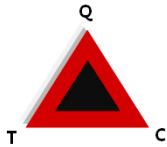
You should read and make sure you understand the unit descriptor as you commence each unit. To achieve your qualification you must gather and provide appropriate evidence to demonstrate that you are competent against each unit.

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 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 questions asked. 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.

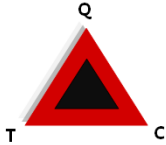
Activity 3: Workplace project

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 project. Preferably, but not necessarily, the one project will be used to assess all units.

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

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

If it is not possible to negotiate a workplace project, you must contact the Program Coordinator to discuss options. We will do what we can to support those students who do not have access to a workplace environment. It is possible to use previous project documentation as evidence. You will need to critically review and evaluate your earlier project processes and documentation, and identify recommendations for improvement.



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 project 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 project. 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 project portfolio

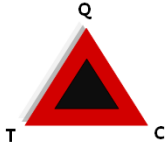
Within three months of completion of your project or project phase (unless otherwise negotiated with the Program Coordinator), you must compile an indexed portfolio for all units of competency (assessment template provided).

- 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 Project Sponsor/Manager's Testimonial, to verify your project 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 project and ask you questions. The questions will vary depending on the nature of your project and your project documentation.

Your portfolio will be securely stored, kept strictly confidential and is only available to your assessor. Following assessment, your portfolio will be returned to you by traceable means and marked 'confidential'.

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



Not demonstrating all of the required competencies?

We realise that all projects are different and some will not cover all of the project management knowledge areas. It is possible that your assessor will ask for additional documentation. If necessary, you may provide documents from more than one project. 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.

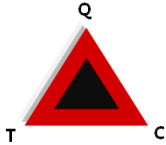
The rules of evidence in competency-based assessment

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.

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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:

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

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.