



Diploma of Project Management

BSB51415

A photograph showing a close-up of hands writing on a project plan or Gantt chart on a desk. A laptop is visible in the background, and several pens are lying on the desk. The image is overlaid with a semi-transparent blue gradient.

INITIATE, PLAN AND EXECUTE YOUR
PROJECT ON TIME AND WITHIN SCOPE



About This Course

The Diploma of Project Management will ensure that you can deliver your projects efficiently and on schedule by teaching you contemporary project management skills. Use your existing experience as a project team member and take the next step with the Diploma of Project Management that covers all critical areas of project management to an advanced level.

Initiate, plan, and execute your project on time and within scope. The strength of our Diploma program rests in our ability to translate the conceptual knowledge of proven project management principles into an active learning program. The Diploma of Project Management is supported by a team of staff who have proven project management skills, and decades of practical hands-on experience.

Subject Choices

1 - 3 electives are required (depending on subjects chosen)

- Advanced Project Management
- Advanced Project Resourcing
- Advanced Project Quality Assurance
- Advanced Project Integration
- Effective Team Management (E)
- Quality Planning Strategies (E)
- Prioritising Strategies (E)
- Manage People Performance (E)
- Safety Management Systems (E)
- Develop a Learning Culture (E)

Key Course Facts

Start Date:
Start immediately

Delivery Options:
On-line/Correspondence

Duration:
Complete within 18 months

Group Training:
Workshops available

Course Fees: \$6,600 All materials provided at no extra cost

The course fees may vary if you are a trainee or if the state that you reside in has a subsidised training opportunity. Refer to the tables below.

New Entrant Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$1,000	\$2,860	\$6,600	\$6,600		\$6,600	\$6,600	

Existing Worker Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$6,600	\$2,860						

School Based Traineeship Fees for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA

Subsidised Training Options for this Qualification:

NSW	ACT	NT	QLD	SA	TAS	VIC	WA
\$2,530							
\$2,850							

* NSW fees depend on previous qualification levels

** Subject to eligibility and availability at the time of enrolment



Entry Requirements

Reading and Writing Skills

The course is an online correspondence course so you need to have strong English reading and writing skills, or higher. As a guide - you should have completed a formal course after having completed Year 12 schooling, or have proven workplace written communication skills.

Spoken English Skills

The course has practical components where students will be required to demonstrate persuasive verbal communication and rapport building skills. Above average to strong spoken English skills are necessary to complete these components successfully.

Numeracy Skills

Numeracy skills are required at an average level eg completion of Year 10 maths and the ability to use a calculator.

Computer and Internet

- Access to a Desktop Computer or Laptop
- Internet access with Internet Explorer 8+, Chrome or Firefox
- Microsoft Office 2010 Word and Subject specific Office products for chosen electives (ie Excel, Powerpoint, Publisher)

Other

- Ability to study and conduct assessments in a safe environment

Subject Descriptions

Core Subjects:

Advanced Project Management

Project management methodologies are addressed in this Diploma level subject. Practical steps are taught to help you learn to define the project's scope, apply project time management and planning techniques. Also covered are essential skills in reviewing schedule performance and scope progress including analysing and reporting project performance variances.

Unit(s):

BSBPMG511 - Manage project scope

BSBPMG512 - Manage project time

BSBPMG516 - Manage project information and communication

Advanced Project Resourcing

A key skill as an effective project manager is to determine and source the right personnel and resources for the project. Budget and cost control techniques are therefore a key learning topic in this subject to ensure the project is adequately resourced within budget.

Unit(s):

BSBPMG514 - Manage project cost

BSBPMG515 - Manage project human resources

Advanced Project Quality Assurance

Risk management is a vital part of any project managers role. Learn how to identify, assess and mitigate risks to the success of the project, while still ensuring the quality of the outcomes.

Unit(s):

BSBPMG513 - Manage project quality

BSBPMG517 - Manage project risk

Advanced Project Integration

Learn 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.

Unit(s):

BSBPMG521 - Manage project integration

Elective Subjects: 1 - 3 electives are required (depending on subjects chosen)

Effective Team Management

Managing a team is a challenging responsibility. This subject focusses on the best strategies for building and inspiring trust within a team. It provides an insight into assessing the communication climate, applying different communication styles and overcoming communication barriers. Knowledge in ways to improve performance, build strong relationships and manage conflict within your work team is shared.

Unit(s):

BSBWOR502 - Lead and manage team effectiveness

BSBLDR511 - Develop and use emotional intelligence

BSBLDR502 - Lead and manage effective workplace relationships

Quality Planning Strategies

This diploma level task goes beyond theory and asks learners to apply the principles of operational planning and continuous improvement in a realistic workplace scenario. Learners will carefully analyse business results to build an improved operational plan that takes into account the key elements consultation and communication, goal setting, monitoring, training, recruitment, resource procurement and embedding continuous improvement opportunities.

Unit(s):

BSBMGT517 - Manage operational plan

BSBMGT516 - Facilitate continuous improvement

BSBCUS501 - Manage quality customer service

Prioritising Strategies

This subject provides time management strategies and planning techniques suited for setting personal and team goals and targets. The importance of goals being linked to key performance indicators of the business is examined.

Unit(s):

BSBWOR501 - Manage personal work priorities and professional development

Manage People Performance

This hands on subject looks at the skills and knowledge required to manage the performance of staff who report to you 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. This subject covers strategies for assigning and allocating work, establishing clear role responsibilities, and using performance counselling methods and development plans for improving performance.

Unit(s):

BSBMGT502 - Manage people performance

Safety Management Systems

This subject addresses the skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area, according to WHS

legislative requirements. It takes a systems approach and addresses compliance with relevant legislative requirements.

Unit(s):

BSBWHS501 - Ensure a safe workplace

Develop a Learning Culture

This subject looks at the skills and knowledge required to develop and facilitate a workplace learning culture through training strategies and support systems. In this subject, you will be learn to: analyse the training needs of an organisation; develop learning plans; determine suitable strategies for training; identify ways to develop a learning culture and show that you can collaborate with others to ensure success.

Unit(s):

BSBLED501 - Develop a workplace learning environment

Service Guarantees

Quality Training Provider

ACCM was one of the first private training Colleges to be given official RTO registration status.

22 years later we have helped over 3 000 employers and 31 000 students achieve their career goals and have been recognised as a state finalist on the NSW Training Awards.

We have a history of satisfied students and clients and repeat business. Our testimonials on our website are genuine and the type of feedback we receive daily.

We are so confident that you will be pleased with the College service, that we guarantee it.

Speedy Paper-less Enrolment

Enrolment Applications are accepted 24/7 online. Be fully enrolled in your course in 7 minutes!

For customised or employment based courses and traineeships contact us and we will send you a customised enrolment page by email.

Start Anytime - Immediate Enrolment

Within 30 minutes of being enrolled, your personal log-on details are emailed to you. This gives you access to course materials to commence your studies (via our on-line system WebClass).

Industry Expert Student Adviser

You will be allocated your own industry experienced Student Adviser. While they will personally manage your program; you will also benefit from the College team around them to provide expert assistance in all subject areas.

Prompt Results and Feedback

All assessments are promptly returned (via Webclass) with detailed feedback and encouragement. Our goal is to have them back to you in 2 weeks or less. In the meantime you can progress to your next subject.

Personal Contact for the Right Start

When you enrol your College Student Adviser will phone to welcome you to the course. Your Student Adviser will ensure that you understand the best way to progress in your course. They will also assist you with any questions you may have.

They will be in regular touch with you at the start of your course to offer motivation, support and guidance. For employment based enrolments they will also make contact with supervisors during this time to address any questions they may have.

Pro-active Learner Support

The support won't stop! Contact from your College Student Adviser will continue every month, based on the level of help you need.

Of course, at any time you can call us to get help. Get immediate assistance over the phone and by email. If immediate assistance is unavailable for any reason, we will make sure a qualified Student Adviser is in contact with you no later than the next business day.

Quality Course Materials

Our step by step course materials have been written by industry experts specifically for the College. They will give you all of the relevant learner information you need to succeed in your course.

The resources simplify industry jargon and concepts, give you industry insight and understanding, and focus on current real world business practices.

Employer Progress Updates

For employment based enrolments all supervisors will have access to an online progress report showing the current status of all learners. We understand that it's essential to keep you up to date so we will prompt you each month to access your report.
