Business Services Training Package

In today’s world, businesses are run with projects and most organisations have employees working in various projects. Regardless of whether an individual wants to build a career in marketing, accounting, management, IT or any other field, they will have to embrace several projects in their career. The Project Management and Program Management qualifications are sought after qualifications in the 21st century that students who have completed these qualifications will have a competitive edge over other candidates. Students who complete these courses will develop skills and knowledge to lead the development, implementation and evaluation of a project from start to finish.

Course Outline

This qualification reflects the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. Individuals at this level display project leadership and management roles and are responsible for achieving project objectives. They possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

Course Requirements

This BSB51415 Diploma of Project Management is made up of 8 core units. In addition, 4 Electives will be offered.

<table>
<thead>
<tr>
<th>Code</th>
<th>Core Units</th>
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<tbody>
<tr>
<td>BSBPMG511</td>
<td>Manage project scope</td>
</tr>
<tr>
<td>BSBPMG512</td>
<td>Manage project time</td>
</tr>
<tr>
<td>BSBPMG513</td>
<td>Manage project quality</td>
</tr>
<tr>
<td>BSBPMG514</td>
<td>Manage project cost</td>
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<tr>
<td>BSBPMG515</td>
<td>Manage project human resources</td>
</tr>
<tr>
<td>BSBPMG516</td>
<td>Manage project information and communication</td>
</tr>
<tr>
<td>BSBPMG517</td>
<td>Manage project risk</td>
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<tr>
<td>BSBPMG521</td>
<td>Manage project integration</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Elective Units</th>
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</thead>
<tbody>
<tr>
<td>BSBSUS501</td>
<td>Develop workplace policy and procedures for sustainability</td>
</tr>
<tr>
<td>BSLDR501</td>
<td>Develop and use emotional intelligence</td>
</tr>
<tr>
<td>BSBWOR502</td>
<td>Lead and manage team effectiveness</td>
</tr>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
</tr>
</tbody>
</table>

NOTES: Fees and units are subject to change without notice.
Recognition of Prior Learning

You may be able to shorten the length of your chosen course by measuring your skills acquired through work or life experiences, or through qualifications obtained from previous formal studies or training.

Student Support

A range of student services will be available to enrolled students at AAPoly, including welfare and academic counselling and learning resource material. For further information contact the Student Services at AAPoly.

Learning Facilities & Resources

AAPoly has a range of facilities and resources for students including computer labs, study space, meeting rooms, access to the City libraries as well as AAPoly library on Level 7 at the Bourke Street.

Further Information

The commencement of any program is always subject to funding and class sizes. While the information provided in this publication is correct at the time of going to press, AAPoly reserves the right to alter any course, procedure or fee. Students are advised to check for any amendments prior to enrolment.

Application Method

Submit an application form to:
Academies Australasia Polytechnic
Level 7, 628 Bourke St,
Melbourne, VIC 3000, Australia.
Form may be downloaded at www.aapoly.edu.au

Course Enquiries

Academies Australasia Polytechnic
Level 7, 628 Bourke St,
Melbourne, VIC 3000, Australia
Phone: +613 8610 4100
Email: enquiries@aapoly.edu.au

Updated on 07 June 2017

Career Opportunities

Job roles and titles vary across different industry sectors.
Possible job titles relevant to this qualification are:
- Project Leader
- Project Management Facilitator
- Project/Program Administrator
- Project Contract Manager
- Project Manager

Assessment Methods

Assessment methodology may include but is not limited to: observation, project/report, case study, role play, exercises, activities; and written/oral tasks including multiple choice, questions and answer, essays, true/false and presentations.

Entry Requirements:

For International Students, the following are mandatory requirements:
- Be at least 18 years of age
- English level at IELTS 5.5 or above (with no bands lower than 5.0) or PTE Academic Score of 42 or higher (with no section lower than 36).
- Have successfully completed Australian Year 12 or equivalent.

For Domestic Students, direct applications are accepted.
- Have successfully completed Australian Year 12 or equivalent.
- Students without formal qualifications may submit a resume detailing working experience, supported by references from employers.

University Pathways

Master degree

Bachelor degree

Advanced Diploma of Program Management

Diploma of Project Management

Nationally Accredited Qualification in Australia

AAPoly – A FedUni Partner Provider Institution in Melbourne
FedUni CRICOS Provider Number 00103D