The Diploma of Project Management addresses the chief vocational competencies commonly demanded by this dynamic discipline. Participants’ existing knowledge is advanced through targeted vocational training that encompasses the latest developments in the field, and which articulates core principles that span situational context. The qualification offers a sophisticated understanding of the methods, techniques, and tools currently available to innovate the management of major project builds regardless of sector.

Who Should Attend
Practising project managers in any industry will benefit from this qualification, which is also designed to advance the professional PM endeavours of those currently working in an allied role: project coordinators, project management officers, project team members, and project administrators.

Course Structure
The Diploma of Project Management is delivered by expert trainers in one of three delivery methods: online, classroom, or blended.

Online Learning Format
The online training program provides access to a fully customised e-learning environment, MyUpskilled. MyUpskilled includes powerpoint resources, reading materials, discussion boards, forums, access to assessments, resources, videos (including access to the Lynda.com video training library) and blogs. The course is conducted over a 12 month period with one unit of competency expected to be completed each month.

Classroom Format
Our classroom delivery requires attendance at 12 x full day (9am-4pm) face-to-face workshops scheduled across a 12 month period with one unit of competency completed each month. This format allows participants sufficient time between and after workshops to undertake self-directed learning, assignments, and out-of-class assessment. Workshops engage participants in active discussion, problem-solving exercises, networking opportunities, and presentations related to the effective and efficient management of major projects at an advanced level. The location of classroom training is typically delivered institutionally.

Blended Classroom/Online Format
The blended training format is scheduled over a 12 month period with one unit of competency completed each month. There are typically 12 x full day (9am – 4pm) face to face workshops scheduled during the 12 month period.

Prerequisites
There are no formal prerequisites for this qualification.

Individuals wishing to enrol in the Diploma of Project Management are typically required to meet ONE of the following criteria:

• Hold a Certificate IV in Project Management Practice [BSB41513] or other relevant qualification
• Provide evidence of competency in a majority of units required for the Certificate IV in Project Management Practice or other relevant qualification
• In the absence of a formal project management qualification, have extensive vocational experience in project roles that entail at least limited responsibility for the output of others.
Recognition of Prior Learning (RPL)

RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions

- All students will be provided with a relevant text book: Pearson, Neil. Larsen, E.W., Gray, C.F. (2013), Project management in practice: A complete course for BSB41513 and BSB51413, McGraw Hill Australia and Smallprint Learner Guides for the units that are not covered by this text which include: BSBWOR501B, BSBWOR502B, BSBMGT502B, BSBADM502B
- Access to fully customised online learning platform, MyUpskilled
- Access to the Student Support Services (Help desk) where students can receive support and assistance in the use of the LMS as well as any administration enquiries
- Regular contact with their trainer via email, telephone and/or LMS communication tools
- Trainer/Student Messaging System
- Unlimited access to world leading video training provider Lynda.com
- Access to Upskilled’s Student Rewards Program

Course Outline

The following Units of Competency as identified in the National Business Services Training Package must be successfully completed to attain the Diploma of Project Management.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT DESCRIPTION</th>
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<tbody>
<tr>
<td>BSBPMG511A</td>
<td>Manage project scope</td>
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<tr>
<td>BSBPMG512A</td>
<td>Manage project time</td>
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<tr>
<td>BSBPMG513A</td>
<td>Manage project quality</td>
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<tr>
<td>BSBPMG514A</td>
<td>Manage project cost</td>
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<tr>
<td>BSBPMG515A</td>
<td>Manage project human resources</td>
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<tr>
<td>BSBPMG516A</td>
<td>Manage project information and communication</td>
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<tr>
<td>BSBPMG517A</td>
<td>Manage project risk</td>
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<tr>
<td>BSBPMG521A</td>
<td>Manage project integration</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
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How to Apply

Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:

- Select from more than 80 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you.

Other Related Qualifications

1. Certificate IV of Project Management Practice