BSB51415 Diploma of Project Management

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. They have 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. NDA aims to deliver this qualification to learners who are employed in roles such as: project leader; project management facilitator; project or program administrator.
Currency	Current. Supersedes and is equivalent to BSB51412 Diploma of Project Management.
Locations	NDA has professionally equipped training centres in Hobart, Launceston and Devonport. NDA provide a consistent service state-wide. Address and contact details for the training centres can be found on the NDA website – http://www.nda.com.au/aboutnda/officelocations.asp.
Entry requirements	There are no entry requirements for this qualification.
Individual units	Where NDA delivers a unit of competency or a skill set, the amount of training delivered is proportionate to the Australian Qualification Framework (AQF) requirements for the full qualification.
Packaging rules	Total number of units = 12 (8 core units plus 4 elective units). 4 elective units may be selected from the elective units listed below or any endorsed Training Package or accredited course at Diploma level or higher. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. They must not include the choice of the unit BSBPMG522 Undertake project work.

Core Units	Code	Title	Training courses	Hours
	BSBPMG511	Manage project scope	Managing Successful Projects Microsoft Project	40
	BSBPMG512	Manage project time	Managing Successful Projects Microsoft Project	40
	BSBPMG513	Manage project quality	Managing Successful Projects Microsoft Project	40
	BSBPMG514	Manage project cost	Managing Successful Projects Microsoft Project	40
	BSBPMG515	Manage project human resources	Managing Successful Projects Microsoft Project	40
	BSBPMG516	Manage project information and communication	Managing Successful Projects Microsoft Project	40
	BSBPMG517	Manage project risk	Managing Successful Projects	40
	BSBPMG521	Manage project integration	Managing Successful Projects Microsoft Project	60
Elective Units	Group A			
	BSBPMG518	Manage project procurement	Managing Successful Projects	40
	BSBPMG519	Manage project stakeholder engagement	Managing Successful Projects	40
	BSBPMG520	Manage project governance	Managing Successful Projects	40
	Group B			
	BSBINM501	Manage an information or knowledge management system		50

	BSBINN502	Build and sustain an innovative work environment		50
	BSBMGT516	Facilitate continuous improvement		60
	BSBSUS501	Develop workplace policy and procedures for sustainability		50
	BSBWHS506	Contribute to developing, implementing and maintaining WHS management systems	Workplace Health and Safety	50
	BSBWOR501	Manage personal work priorities and professional development	Time Management	60
	BSBWOR502	Lead and manage team effectiveness	Effective Supervision Skills	60

Duration	The duration of this qualification is typically 12 - 24 months. This duration could either be reduced or extended depending on the existing skill, knowledge and workplace experience of the learner. The amount of training will be determined by the assessor during the induction visit and an individual training plan developed that takes the above into account, as well as language, literacy and numeracy capabilities. Formal learning activities provided by NDA are listed in modes of delivery (see below).
Government training entitlements	State Government provides funding for new and existing workers under the User Choice program. This funding can pay all or most of the qualification costs. User Choice only applies to certain qualifications within NDA's scope of registry. To find out if you are eligible please contact NDA on 03 6334 4910.
Course fee	Enrolment fee: $600 (non-refundable). Course fee: $3,400 (inclusive of all resources, training and assessment services including attendance at relevant NDA training courses). Total course fee: $4,000 Replacement certificate fee (if required): $30 (plus GST). Fees are not levied for credit transfer applications or transition for superseded qualifications. 'Fee for Service' learners (i.e. those without funding) are billed for 50% of the fee one month after enrolment (less the $600 enrolment fee), 25% when half the units are completed or half the time has elapsed (whichever comes sooner) and 25% on completion. These amounts are non-refundable. Optional assessments (individual unit): $110 per unit invoiced one month after enrolment. All fees are to be paid before a statement of attainment / certificate is issued. NDA's fees and refunds policy - http://www.nda.com.au/traineeships/overview.asp
Modes of delivery / volume of learning	An NDA assessor develops a training plan in consultation with the learner and their supervisor (if applicable). The plan is tailored to achieve the learner's need and specific workplace outcomes that align with the qualification. Learners are reviewed for existing skills, prior knowledge and workplace experience. Where skill gaps are identified, additional support is available through training courses at NDA. Training consists of face-to-face, trainer-led classes that include small group and individual activities. The training plan outlines the modes of delivery and the units to be assessed at regular assessment visits agreed with the learner, their supervisor (if applicable) and the NDA assessor. Modes of delivery provided by NDA include: Face to face, trainer-led classroom sessions combined with self-paced learning. Depending on electives chosen this may comprise up to 40 hours of classroom tuition plus 5 – 10 hours per week of self-paced study. Self-paced learning without attending classroom sessions: 6 - 12 hours per week (this can include time spent at the workplace on relevant tasks). These estimates assume no prior knowledge or skills on the part of the learner.
Assessment evidence techniques	NDA assessment tools meet the principles of assessment and rules of evidence outlined in the Australian Skills Quality Authority (ASQA) standards. The assessment tools allow the learner to choose the evidence that they provide to the assessor. NDA assessment tools that provide evidence include: Questions and answers + projects Learners can be provided with assessment documents for each of the 12 units of competency in this qualification. Each assessment document contains a number of written questions and one or more projects. If you choose to complete this form of assessment, all

	written material should be completed and returned to your assessor.
	Workplace evidence
	Appropriate workplace evidence can be provided for assessment. You will be provided with a list of suitable workplace documentation that is relevant to the unit of competency requirements.
	Supervisor/assessor/third party report
	This report allows the learner's supervisor to comment on the skills they have observed the learner demonstrate. These observable skills should align to the requirements of the unit of competency. If the learner doesn't have a supervisor then the assessor or a third party can perform this task.
	RPL portfolio
	Learners can submit a portfolio of recognition of prior learning (RPL) evidence to the assessor for assessment relevant to the unit of competency. NDA's RPL policy - http://www.nda.com.au/traineeships/overview.asp.
	NDA training course
	Project Management qualifications include optional attendance at two 2-day project management training courses and potentially three other training courses, depending o electives chosen. Satisfactory completion of coursework at Microsoft Project and Managing Successful Projects will provide partial competency for the listed units. Additional work will be required to achieve full competency in these units.
	NDA assessment tools are mapped against the elements and performance criteria to confirm that the learner can show competency in each unit for the qualification. Critical aspects for assessment are included in the mapping process to ensure that all the essential skills are demonstrated.
	NDA encourages learners to submit evidence gathered prior to each assessment visit to their assessor. This allows the NDA assessor to identify any gaps in evidence and supply additional evidence, if required.
Materials and equipment	Learners do not need to provide any equipment to complete this qualification. The supplied resource materials include: • The Project Management Body of Knowledge (PMBOK) as developed by the Project Management Institute. • NDA's *Managing Successful Projects* training manual. • NDA's *Microsoft Project* training manual. • Project management templates. • The Tasmanian Government's online project management resource at http://www.egovernment.tas.gov.au/project_management
Statement / Certificates	NDA is responsible for the quality of the training and assessment in compliance with ASQA standards and for the issuance of the AQF certification documentation. A Statement of Attainment is issued when a unit of competency (i.e. individual unit) is successfully completed. A Certificate of Completion is issued when a qualification is successfully completed. NDA's scope of registration allows the issuance of AQF certification documentation.
Support	NDA provides a variety of delivery modes and assessment evidence techniques to support the learner to meet the requirements of the qualification. Where language, literacy and numeracy gaps or physical barriers are identified NDA will use strategies to address gaps and support the learner throughout the qualification.
Learner rights	In the unlikely event NDA stops operating as an RTO, learners will be transferred to another RTO with the qualification on scope of registry. For funded learners the apprenticeship centre will be contacted to organise transfer documentation. In the event NDA is not able to provide the agreed services or the arrangement is terminated early, NDA will refund the appropriate amount of fees paid upon agreement of training and assessment provided. This agreement is negotiated between the learner and an NDA Director. NDA will notify learners of any changes to the agreed services as soon as possible or within 14 days.
Documentation	NDA's **c**omplaint and appeals policy is located on the NDA website - http://www.nda.com.au/traineeships/overview.asp. This explains the steps to be followed should a learner or employer wish to make a complaint or appeal an assessment.

Industry relevance	NDA's training and assessment strategies are relevant to the needs of industry and informed by industry engagement. We implement a range of strategies to achieve this and use the outcomes to update training and assessment materials, select suitable resources and monitor practices.
Trainer / assessor competence	NDA employs trainers and assessors who either possess the relevant vocational competencies at least to the level of the training and assessment to be delivered, or who have equivalent commercial experience.
Other documents	Other documents that form a part of the NDA Training & Assessment Strategy (TAS) include: • Induction materials • Assessment tools • Learning materials • Activity books