# GEM COLLEGE OF INTERNATIONAL BUSINESS
## RTO 0366

# Diploma of Project Management - BSB50820

## Online and/or Blended Delivery

### Qualification

Diploma of Project Management - **BSB50820**

### Training Package

**BSB** Business Services Training Package

### GEM Online Campus

The Learner is provided with User Name and Password to the GEM Online Campus, which enables access to the interactive Online Screen Guide; the Learner Guide (pdf); the Assessment Guide; and the Quick Reference Guide.

### Blended Delivery

Study via face to face intensives; supported by Learner Guide, Assessment Guide; Online Seminars.

### Time Commitment

Nominal minimum hours of study plus individual research and on the job application is 1,200 - 2,400 hours (normally over a period of 12-24 months); **OR** approximately 10 hours research and study per week (face-to-face/online) for 12 months from commencement. During the balance of the time, learners will be engaged in work-based/simulated work-based (portfolio building) activities, assessments.

## Course Overview

When a business needs to improve/modify a process or change the business a process it can spell disaster if it isn't managed in structured and ordered way. The solution is 'project management', which means that it must be done correctly and according to the expectations of stakeholders and/or clients.

If you are an experienced Manager seeking to open career opportunities, or to enhance your current competencies, it is likely that you need project management skills. The Diploma of Project Management is the ideal qualification to equip you with these skills.

Graduates will have developed a solid base in the fundamentals of project management and will be able to apply it in any industry or workplace. It will have helped them to significantly improve their ability to define and manage projects, while maximising productivity.

Whether you wish to improve your project delivery capability or attain formal qualification and/or professional recognition, successful completion of this course will help you to meet these and other needs. The Diploma of Project Management reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles 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..

Australian Qualifications Framework

NATIONALLY RECOGNISED TRAINING

**STUDY LOANS** the affordable way

Consequently, graduates will be able to:

- Manage projects in a variety of contexts, across a number of industry sectors;
- Fulfil project leadership and management roles and be responsible for achieving project objectives;
- Apply 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.

GEM College offers you the full range of Elective Units of Competency (published with this qualification) to customise it to match your needs. And, if that is not a match for your specific needs, we might be able to help you to tailor your selection outside of the Electives listed.

### Career Opportunities/Vocational Outcomes

This qualification may apply to a person who would typically be appointed as a Project:

- Manager (Industry Specific);
- Contract Manager;
- Vendor Manager; or
- Leader/Team Leader.

## Pathways

### Entry Requirements/Pathways

While there are no prerequisite formal requirements for this qualification, learners will need:

- Communication skills at a requisite level to complete the course
- Computer skills such as:

  o Knowledge of common computing terms and word processing;
  o Familiar with web browser software;
  o Able to send/receive e-mail, including e-mail with attachments; and
  o Proficient in navigating the Internet.

### Computer hardware and software requirements

- Operating System: Windows 7 or higher; MAC OS X 10.6 or higher (recommended);
- CPU: Min. of 2 GB of RAM, Min. of 2 GB of spare disk space is recommended;
- Processor: 2.0 GHz processor or higher (32-bit or 64-bit);
- Monitor with at least 1024x768 screen resolution;
- Internet access: Minimum ADSL1 with a speed of at least 1.5Mbps;
- Valid personal email address;
- Speakers and microphone/headset;
- Adobe Reader;
- Word processing and presentation software e.g. - Microsoft Office, PowerPoint, etc; and
- In date web browser – e.g. Google Chrome, Mozilla Firefox, etc.

### Student selection

Each applicant will be interviewed to:

- Ensure suitability of program for the individual and his/her current position and/or career path;
- Explore possibilities for RPL and/or credit transfer (as applicable);
- Identify special needs and determine reasonable adjustment (if applicable/required);
- Establish delivery mode(s) that match the requirements of the student;
- Inform important policies/processes (e.g. - student selection/admissions, privacy, payment/refunds, grievance/complaints processes, etc).

### Articulation Pathways from the Qualification

On completion of this qualification, you may undertake Advanced Diploma of Leadership and Management, or specialize with Advanced Diploma of Human Resource Management, or Advanced Diploma of Work Health and Safety.

### Student selection

Each applicant will be interviewed to:

- Ensure suitability of program for the individual and his/her current position and/or career path;
- Explore possibilities for RPL and/or credit transfer (as applicable);
- Identify special needs and determine reasonable adjustment (if applicable/required);
- Establish delivery mode(s) that match the requirements of the student;
- Inform important policies/processes (e.g. - student selection/admissions, privacy, payment/refunds, grievance/complaints processes, etc).

### Gaining University Entrance

A Certificate IV or Diploma may gain 6-12 months advanced standing in a university degree. Some Advanced Diplomas may be eligible for even more credit. Choosing a GEM College of International Business to University Pathway is a great way to get practical 'job ready' skills and then gain entry to a university at an advanced stage.

A Graduate Certificate/Diploma from GEM College of International Business, coupled with relevant industry experience, may gain entrance to post graduate qualifications.

## Course Structure

The Course Structure consists of **12 units**. **8 Core units** plus **4 Elective units**, of which:

- 2 elective units may be selected from the elective units listed below or any endorsed Training Package or accredited course at Diploma level or higher.
- The remaining 2 elective units:
  - May be selected from the elective units listed below; or
  - If not listed, may be selected from a **Diploma or above**, from this or any other currently endorsed Training Package qualification or accredited course.

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.

### Core Units

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|---|---|
| Manage project scope | **BSBPMG530** |
| Manage project time | **BSBPMG531** |
| Manage project quality | **BSBPMG532** |
| Manage project cost | **BSBPMG533** |
| Manage project human resources | **BSBPMG534** |
| Manage project information and communication | **BSBPMG535** |
| Manage project risk | **BSBPMG536** |
| Manage project integration | **BSBPMG540** |

### Elective Units

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|---|---|
| Implement information and knowledge management systems | **BSBINS501** |
| Manage people performance | **BSBLDR522** |
| Lead and manage organisational change | **BSBLDR601** |
| Manage business resources | **BSBOPS501** |
| Manage personal and professional development | **BSBPEF501** |
| Develop strategies for more sustainable use of resources | **MSS015022** |
| Develop workplace policies and procedures for sustainability | **BSBSUS511** |

**Elective Units** **(Continued)**

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|---|---|
| Ensure a safe workplace for a work area | BSBWHS521 |
| Establish innovative work environments | BSBSTR501 |
| Facilitate continuous improvement | BSBSTR502 |
| Manage complex projects | BSBPMG541 |
| Manage project governance | BSBPMG539 |
| Manage project procurement | BSBPMG537 |
| Manage project stakeholder engagement | BSBPMG538 |
| Manage team effectiveness | BSBTWK502 |
| Match ICT needs with the strategic direction of the organisation | ICTICT517 |
| Promote the values and ethos of public service | PSPETH003 |
| Verify client business requirements | ICTICT526 |

## Course Fees

**Fees**

State Assistance:

Assistance might be available for this qualification: http://www.gemcollege.edu.au/financial-assistance/.  State Government funding/subsidies may be available within your state.  Please check with your GEM representative if you require clarity in this regard.

Student Loan:

GEM College now partners with Study Loans as a great way for you to finance your course. Click here to find out more and apply.

Tuition Fees include:

Your tuition fee includes:-

- Access to GEM Online Campus – and interactive Onscreen Guides
- Learner Guide for each Unit (pdf)
- Assessment Guide for each Unit (pdf)
- All essential reference materials.
- Additional Reference materials may be requested to further enhance your learning.  These might attract an additional charge.

Contact our Administration Centre on (08) 8342 3316 for more information and payment options.  Fees, charges and course offerings are subject to change.

Fees can be paid using EFTPOS, Visa, MasterCard, cheque, money order or purchase order. **Note:** GEM College may not accept upfront payments in excess of $1,500 from individuals, prior to a pre-enrolment discussion with a course advisor.

**Scholarships**

A limited number of Partial Scholarships are offered within Australia annually.  A limited number of Offshore Scholarships are offered annually.  See Application for Consideration for Scholarship on the GEM website.

## Course Fees:  $4,650

## Grievances and Appeals

GEM College of International Business is committed to ongoing improvements that will enhance the service that is provided to you, the client.  Should you have any grievance with the way in which GEM College has conducted business with you, we will be pleased to listen to what you have to say.  By doing so, hopefully, we will improve our service which, will in turn, benefit everyone accessing training through us.

In the first instance, any grievance should be discussed with the relevant Administrative person, Tutor or Facilitator. If they cannot resolve the problem to your satisfaction, it will then be referred to the Campus Manager. If the Campus Manager was your first point of contact or if the issue is still not resolved to your satisfaction, then the National Manager shall endeavour to resolve the matter. If the National Manager does not resolve the matter to your satisfaction, the Director-International Business or the Corporate Leader will be pleased to make an appointment and listen to your grievance. Further detail regarding our grievance and appeals policy is contained in our "Customer Service Charter and Grievance Policy" which is located at https://www.gemcollege.edu.au/student-policies/

If you do not agree with the result given for an assessment task, you may appeal the assessment decision. You should first discuss the assessment result with your Tutor or Facilitator. If you are not satisfied with the outcome of that discussion, you can access the appeal process through the Campus Manager. More information on Learner's rights and responsibilities can be found at https://www.gemcollege.edu.au/student-policies/

GEM College of International Business hereby gives an assurance that no discrimination shall be made against an individual or organisation lodging a grievance. We view all criticism and suggested improvements as ways that will allow us to improve our service to you.

## Assessment

There are assessments tasks for every Performance Criteria built into every Unit of Competency. You will not be assessed until you indicate that you are prepared for assessment. Your Tutor or Facilitator will give you at least one-week notice of any assessment being organised by the Assessor. You will be required to have submitted your portfolio of evidence prior to the actual assessment date, or to bring it with you to the assessment. If face to face assessment is being undertaken you must attend. If you are sick, a phone call is required to advise of your absence. Otherwise, a doctor's certificate will be necessary for an alternative date to be set for the assessment. For more information on assessment, refer to your 'Course Information Guide' for this Unit, and/or for additional information, which is available on the GEM website.

### Location

If you do not have a workplace that is suitable for you to demonstrate your competence on the job, GEM College of International Business may be able to provide customised, flexible or on-the-job options for this course. Contact your Tutor or Facilitator for further information to discuss your needs.

### Reasonable adjustment

If you have a permanent or temporary condition that may prevent you successfully completing the assessment task(s) you should immediately discuss this with your Tutor or Facilitator, about a 'reasonable adjustment'. This is the adjustment of the way in which you are to be assessed to take into account your condition. This may include providing additional time, or a support person. While assessment tasks may be changed to suit your condition, the actual performance criteria cannot be altered.

### Recognition of Prior Learning and Current Competency

GEM College of International Business recognises skills gained through previous studies, the workplace and life experience which may allow you to complete your qualification more quickly than the nominated minimal hours.

You may be entitled to recognition that will exempt you from one or more Units of Competency. Where you can provide evidence of competency in all Units in a given qualification, you will be required to complete a major project, to demonstrate your ability to provide current application of those competencies across a range of sectors, or with regards to a range of contingencies.

If you are granted RPL the target unit will be reported on your Academic Transcript advanced standing. No gradings are provided for Units granted under RPL arrangements.

You must enrol in all Units of Competency and apply for an exemption by completing a form. Attendance at class, or Online is necessary until any relevant exemption is granted.

For further information please contact the Quality Control Officer via stephen.short@gemcollege.edu.au or visit the GEM College website.

## Student Journey

At GEM College of International Business, we are committed to aligning our policies, processes and the information that we share with the unique needs of each student. Thus, we tailor each phase of the 'Student Journey' according to this. A generic overview of the 'Student Journey' appears in the illustration below. An inter-active version can be found at our website by clicking **here**.



**Important GEM College Policies, Processes and Student Information**

GEM College of International Business is acknowledged by its industry partners and former students as upholding the highest standards of ethical conduct and professional excellence. We strive to inculcate these same standards in our learners and to produce business leaders with recognised integrity. Thus, our (benchmarked for best practice) policies and processes support this and protect both the College and its learners.

The policies and processes of the College are transparent; we therefore discuss these with our learners during an Orientation Session at the commencement of each course. You will be required to acknowledge that you have read, understand, accept and are willing to ascribe these policies and processes during the Orientation Session.

The college website (https://www.gemcollege.edu.au/student-policies/) includes various policy and processes that are considered essential pre-reading. Other important student information can be found at https://www.gemcollege.edu.au/students/.

## Additional Details

**Contact Details**

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| **Address**: | GEM College of International Business, 52 Prospect Road, Prospect, SA 5082 | | | | |
| **Phone**: | 61 8 8342 3316 | **Mobile:** | 61 411 694 717 | **Fax**: | (08) 8342 2848 |
| **Email:** | admin@gemcollege.edu.au | **Web:** | https://www.gemcollege.edu.au/ | | |

**Course Commencement Dates**

Rolling enrolments are offered as an option for those preferring this. This means that a course commences when you indicate that you are ready to start.

**Registration of Expression of Interest**

https://www.gemcollege.edu.au/expression-of-interest/

**Orientation Sessions**

Will occur on GEM Campus, or via Zoom. Dates to be advised.