



PROJECT MANAGEMENT DEVELOPMENT PROGRAM

BSB50820

**Diploma of
Project
Management**



AUSTRALASIAN LEADERSHIP ACADEMY (ALA) OPPORTUNITIES



OUR POINT OF DIFFERENCE

We offer a holistic, innovative and customised approach to training and development including but not limited to:

- Key Account Management
- Tailored program solutions to client's needs
- Corporate training nationally & internationally
- Flexible delivery methodologies
- Flexible, Fast Track Programs
- High level qualifications / training pathways
- Management and leadership workshops
- Ongoing coaching and mentoring
- Quality partnerships and alliances



WHY STUDY WITH ALA?

- We offer customised, flexible delivery options
- You can study where you want, when you want
- We offer global Project Management, Leadership & Management content
- We have developed world class leadership learning material in digestible portions, personalised to deliver content most relevant to you
- Our programs and learning materials have been designed specifically for student centred learning – outcome focused & workplace application
- Our trainers are industry professionals with experience in supporting eLearning participants
- Our dedicated support team is there to help you every step of the way
- Our Training Portal provides you with opportunities to interact with trainers and track your progress
- Our programs are nationally recognised and meet professional licensing and registration requirements (AIPM RegPM Industry Certification) where we offer pathways towards Industry Certification through AIPM or PMI.

PROJECT MANAGEMENT DEVELOPMENT PROGRAM

DIPLOMA OF PROJECT MANAGEMENT – BSB50820

This program is aimed at Project Managers who apply project management skills and knowledge in their role. Participants must have project leadership and management roles and are responsible for achieving project objectives. They should be able to initiate, plan, execute and evaluate their own work and/or the work of others

The program aims to help participants to demonstrate their role / responsibility as a project manager and / or leader of a complex project. A complex project is defined as a project which involves:

- the need for a comprehensive and multi-faceted project plan
- the need for a formal internal or external communications strategy
- a dedicated and diverse project budget
- multiple administrative components
- multiple operational components
- a wide range of stakeholders
- a project operations team

ALA’s Diploma of Project Management is an AIPM Endorsed Course and offers pathways to AIPM Industry Certification (RegPM), for eligible participants.



PROGRAM DETAILS

Delivery mode	Online Self-paced
Program Duration	Maximum 12 months
Assessment	Workplace application of complex projects + supporting evidence, eLearning content (Percipio) with knowledge assessment, third party report, Evidence Portfolio; and competency conversation.
Qualification	Diploma
Nationally Recognised	Yes
Awarded by	Australasian Leadership Academy (ALA)

POTENTIAL ROLE

- Project Manager
- Project Leader
- Project Team Leader
- Project contractor or vendor manager



What you need to know about this program

How is the program delivered?

This is an online, blended program. This means that you will complete your knowledge and initial skills development through online learning with specific milestones to complete along the way. You will also receive 2 x 1:1 mentoring sessions with an ALA assessor.

What is online learning?

ALA's online Portals feature world class project management learning material in digestible portions, customised to deliver content most relevant to your program.

Through ALA Percipio you will:

- access your eLearning content

Through ALA Training Portal you will:

- complete your enrolment & USI
- access your program templates & instructions
- upload project documentation
- receive feedback from your assessor
- track your progress
- access your training plan

What learning materials are included with this course?

Your learning materials are accessed through ALA Training Portal. These include:

- participant handbook & fact sheets
- instructions
- templates
- project requirements
- eLearning content - Percipio

How is the program assessed?

During the course, you will undertake:

- workplace application of complex workplace projects
- supporting workplace evidence
- project plan & final report
- third party report
- competency conversation

Some assessments may include a component for participants to record a video on your smartphone or webcam. The requirements for these videos vary, depending on the assessment. Your assessor may also choose to provide feedback to you via video recording

What about Recognition of Prior Learning (RPL)?

We understand that you may already have many skills and areas of expertise that you have obtained in different ways, and these are recognised through our Recognition of Prior Learning (RPL) process.

ALA has developed a streamlined, online, self-evaluation RPL process for this course. The Participant Handbook, available on the ALA website and Training Portal, provides more information about our RPL process. Alternatively, you can contact an ALA project officer to discuss your RPL options.

What is the duration of the course?

The maximum duration for the program is 12 months



What will I learn?

You will learn how to plan & manage project scope, time, quality, cost, human resources, information and communication, risk, integration, procurement, stakeholder engagement, governance and manage complex projects.

What are the admission requirements for the course?

Minimum age requirements

You will need to be at least 18 years old

Education requirements

While there are no formal education entry requirements, preferred pathways for participants considering this qualification may include:

BSB40920 Certificate IV in Project Management Practice, with extensive vocational experience in project roles where they may have had some limited responsibility for the output of others but do not have a formal project management qualification.

English language requirements

This program requires you to read comprehensive online content, undertake a range of written assessments and engage in online discussion forums. Furthermore, the delivery mode relies on the extensive use of written communication.

As such, entry to the program requires English proficient to Year 10 level or a NRT or Trade qualification at the Certificate IV level or higher, or 2 to 5 years of work experience in a role that requires the use of written documentation and communication, or the completion of an approved English language test.

Audio-visual requirements

You will need access to software to view online videos and images. Software such as Adobe Reader, Windows Media Player, Windows Photo Viewer etc. are available as free downloads from the internet. You will also need access to a digital video recording device and associated software to save and upload video, audio and image files to ALA Training Portal. Many mobile phones and smartphones include this technology.

Computing requirements

You will need access to a computer and the internet, and you must have basic computing skills.

Minimum specifications for your computer are:

- Microsoft Office 2013 or equivalent
- broadband internet connection
- 2GB of RAM
- Adobe Reader XI or equivalent
- Adobe Flash Player 10 or higher.
- Latest version of the following browsers: Chrome, Safari, Firefox, or Internet Explorer
- JavaScript and cookies must be enabled

Specific requirements for Windows users

- Microsoft Windows XP or higher (Windows 7 or higher is recommended)
- 2 gigahertz (GHz) or faster processor

Specific requirements for Mac OS users:

- Mac OS X v 10.68 or higher
- 2 gigahertz (GHz) or faster Intel processor

Recommended settings for mobile

- Default Android browser or Mobile Safari
- Android 2.3+ or iOS 7.0+
- Devices: iPad2+, iPhone 4GSM or iPod touch (5th generation)
- Devices: All android, apple or blackberry phones and tablets
- Android 2.3+
- Win8 app
- Devices: All tablets, laptops and desktops
- Windows 8.1+

What support services are available?

During your studies with ALA, you will have access to a comprehensive range of support services. These include:

Academic support

Your experienced trainers are available in ALA Training Portal or via email to answer any questions you may have regarding the learning materials or assessments. Your program coordinator can also provide you with advice and support regarding the overall course.

Participant support

The Participant support team is your one-stop service centre for all participant administrative issues – including enrolment, change of contact details, ALA Percipio or Training Portal support, assessment results and certificate. You can access the participant support team via email or phone.

Learning support

The learning support team is a dedicated team of specialists that provide you with a comprehensive induction to studying with ALA as well as specific support if you encounter learning difficulties during your studies. Learning support resources, such as writing guides, are available if required. You can access the learning support team via your trainer or ALA's support team.

Peer support

As a participant of ALA you can also access our study buddy system. This enables you to connect with other ALA participants studying your program. Participants find this is a great way to keep motivated and build lasting relationships and networks.

More information?

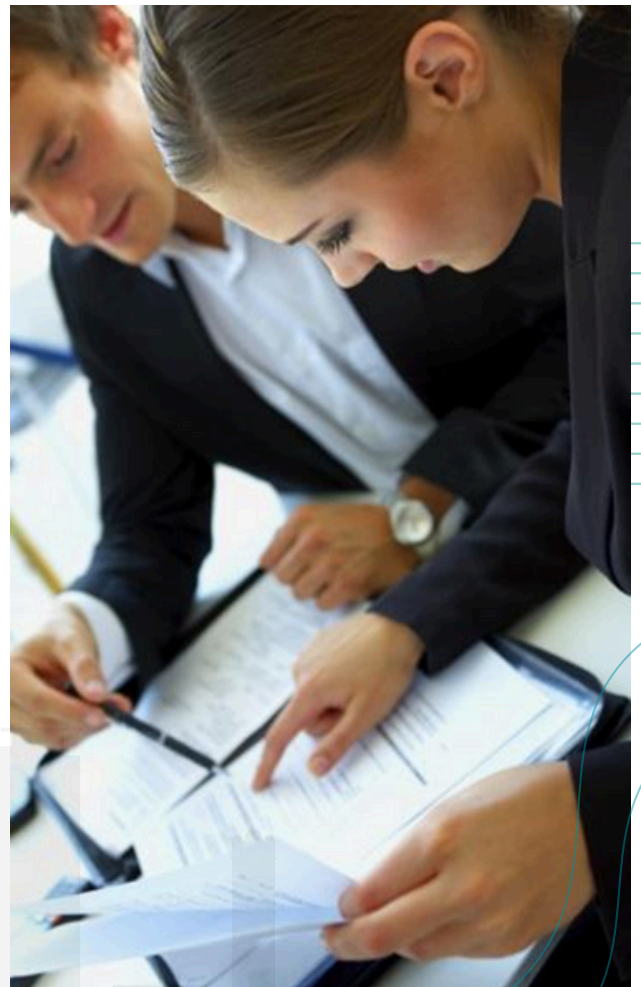
The Participant Handbook, available on the ALA website & Training Portal, provides more detailed information on the support services available to participants. We recommend that you read the Participant Handbook prior to enrolling with us.

What will I obtain on completion of the course?

Upon successful completion of this program, you will receive a nationally recognised BSB50820 Diploma of Project Management. ALA is a Registered Training Organisation (RTO ID: 41012).

What funding support options exist?

ALA will work with individuals and organisations to source any available funding for eligible participants (where applicable).



Themes and Units

Once you are registered in the program, you will need to complete a virtual introduction prior to enrolment. Access to ALA Training Portal will provide you with your Training Plan, Program Outline, templates and Instructions for your Complex Workplace Project and eLearning.

BSB50820 Diploma of Project Management

PART 1 – PROJECT OVERVIEW

UNIT CODE

BSBPMG530

UNIT TITLE

Manage project scope

Part 1 – Submit your Project Overview
First 1:1 mentoring session

PART 2 – PLAN IMPLEMENT & MANAGE

UNIT CODE

BSBPMG531

UNIT TITLE

Manage project time

BSBPMG532

Manage project quality

BSBPMG533

Manage project cost

BSBPMG534

Manage project human resources

BSBPMG535

Manage project information and communication

BSBPMG536

Manage project risk

Part 2 – Progress Report
Second 1:1 mentoring session

PART 3 – APPLY & MANAGE PROJECT PLAN

UNIT CODE

BSBPMG540

UNIT TITLE

Manage project integration

BSBPMG537

Manage project procurement

BSBPMG538

Manage project stakeholder engagement

BSBPMG541

Manage complex projects

Part 3 – Project Plan
Progress catch up & Final Steps

PART 3 – APPLY & MANAGE PROJECT PLAN

UNIT CODE

BSBPMG539

UNIT TITLE

Manage project governance

BSBPMG541

Manage complex projects continued.

For full program competency details visit www.training.gov.au

Studying with ALA

ALA provides you with the flexibility to study wherever and whenever you want.

We understand that our participants are constantly juggling multiple priorities, so our unique learning approach has been specifically designed to enable you to fit education and training around your lifestyle.

After you enrol with ALA you will be provided with access to our cutting edge Training Portals. Here are some of the key features and benefits:



Access

Access your eLearning materials, assessments and online resources, wherever you have an internet connection. You can also download your eLearning courses, participant guides and templates so that you can study wherever and whenever it suits you.



Connections

You will have access to your trainers, assessors and mentors virtually through ALA Training Portal, which is also where you will complete & submit your assessment tasks, receive feedback & results. Our blended programs offer peer group study sessions and 'study buddy' / internal mentors.



Knowledge

ALA Percipio is your link to Courses, Exec Summaries, Case Studies, Videos, Simulations, Audio Books etc. from around the world.



Access to technical support team using the online enquiry feature – Live Help.

ALA Percipio also provides a detailed searchable database of Frequently Asked Questions through Quick Links, so that we can provide you with 24/7 responses to many of the common queries.

Note: For an introduction to Percipio, take a guided tour! An animated presentation of Percipio's features is available on the Percipio product page, which is accessible from www.skillsoft.com.

How to Enrol

For self-enrol Programs:

Go directly to the ALA website to ENROL NOW -

<https://australasianleadership.com/project-management-development/>

For Groups of Face to Face Workshops:

If your company is paying for your fees, please contact ALA Admin team at: info@australasianleadership.com

OR Phone us on 1800 997 304

To organise Group registration and invoices

For RPL:

You can enrol online through the ALA Website: <https://australasianleadership.com/rpl-rcc/>

Need more information?

We appreciate that choosing the right program is important. If you would like to discuss your career or program options, please do not hesitate to call the ALA team on 1800 997 304 or email

info@australasianleadership.com with your questions



OUR PARTNERS

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