## DIPLOMA OF PROJECT MANAGEMENT

<table>
<thead>
<tr>
<th>National code</th>
<th>BSB51415</th>
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<tbody>
<tr>
<td>Training package</td>
<td>BSB07 Business Services</td>
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<tr>
<td>How long will it take?</td>
<td>12 months</td>
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<tr>
<td>TAFE NSW delivery Institute</td>
<td>South Western Sydney Institute</td>
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### Can I apply for a government subsidised place?
Yes. This means you may be eligible for a government subsided fee, concession or exemption. You can find out more on the TAFE NSW website or by selecting ‘Enrol now’ on the course information page to obtain a fee estimate on the course you have chosen.

### Why take this course?
Do you work in project management? Are you looking to lead projects in the future? Do you need a qualification to support your professional experience?

The Diploma of Project Management will give you practical training based on the latest industry thinking as well as a nationally recognised qualification.

Learn how to initiate, plan, execute and evaluate projects in a variety of contexts across a number of industry sectors. Everything from managing project scope and timelines, costs and human resources to project risk, project integration, communication and information.

### How will it help my career?
Project management professionals work in a diverse range of industries including construction, IT, government, engineering, finance and many more.

Potential careers include:
- project manager
- project leader
- project team leader
- project contract manager
- project vendor manager.

### Can I continue my studies after this course?
When you successfully complete this qualification you’ll be able to do other courses in project management at Advanced Diploma level or higher.

### What are the entry requirements for this course?
There are no formal entry requirements. However, to get the most from this course you should be at least 17 years old and have good written communication skills.

Information correct at time of publishing February 2015.
**Can I get credit for my existing skills or qualifications?**

If you already have skills and knowledge that are relevant to your course you may be able to apply for credit through articulation, credit transfer or recognition of prior learning.

By applying for credit you can reduce the amount of time you need to study and get your qualification faster.

You can apply to your TAFE NSW Institute when you enrol or as soon as your classes start.

**What level of English language do I need?**

All TAFE NSW Online courses require you to meet minimum English language levels before you enrol. Detailed information about meeting these English language levels is available at [http://www.decinternational.nsw.edu.au/study/tafe/entry-requirements](http://www.decinternational.nsw.edu.au/study/tafe/entry-requirements)

To get the most from your course, you should be able to read online material and textbooks, complete written assignments and conduct research independently. Your online study will include webinars (online seminars or meetings), text-based discussions and collaboration.

**What will I need to do to complete the course?**

To receive the Diploma of Project Management you must successfully complete assessments for 12 study units.

You will need to access course materials, participate in online discussions and complete activities for each unit.

- BSBPMG521 Manage project integration
- BSBPMG511 Manage project scope
- BSBPMG512 Manage project time
- BSBPMG513 Manage project quality
- BSBPMG514 Manage project cost
- BSBPMG515 Manage project human resources
- BSBPMG516 Manage project information and communication
- BSBPMG517 Manage project risk
- BSBPMG518 Manage project procurement
- BSBINN502 Build and sustain an innovative work environment
- BSBMGT516 Facilitate continuous improvement
- BSBUS501 Develop workplace policy and procedures for sustainability

**What is the average weekly workload?**

10 hours study a week
| **Can I apply for VET FEE-HELP?** | Yes. This means you can apply for a VET FEE-HELP student loan to help pay for your course. The Commonwealth Government VET FEE-HELP student loan scheme provides you with the option of:

- deferring all of your course fees; or
- paying some of your course fees upfront and deferring the balance.

More details are available on the TAFE NSW website: www.tafensw.edu.au/courses/fees/vfh |
| **Do I need access to a workplace to complete the course?** | No, it is not essential to have access to a workplace to complete the Diploma of Project Management. |
| **What computer skills and equipment do I need?** | You’ll need basic computer skills to complete the course online. This includes the ability to:

- access and search the internet
- use software to create documents
- create, save and edit documents
- upload, download and save documents through websites
- attach and use devices, eg USB flash drive
- participate in online discussions

You’ll also need access to a computer or other device such as a tablet or mobile phone with reliable internet access.

Minimum equipment requirements for all TAFE NSW Online courses are listed at http://www.tafenswonline.edu.au/ready-for-online-learning/ |
| **Will I need to buy or access anything else?** | You will need to buy *A Guide to the Project Management Body of Knowledge (PMBOK)* 5th edition published by the Project Management Institute. |
| **Will I gain professional recognition when I finish?** | The Australian Institute of Project Management (AIPM) has endorsed the TAFE NSW Online Diploma of Project Management (BSB51415). AIPM is recognised internationally as the key professional association for project management in Australia. Visit the AIPM website for more information about course endorsement, AIPM membership and the Registered Project Manager (RegPM) Certification Program.

A graduate of the TAFE NSW Online Diploma of Project Management course is eligible to apply for certification as a Certified Practicing Project Practitioner (CPPP) under AIPM’s RegPM Certification Program. Graduates would firstly need to apply for AIPM membership. The application fee for the RegPM will be waived and graduates will automatically be given CPPP certification. |
Other course options

TAFE NSW Online offers a wide range of related business and management courses. You may also be interested in:

- Certificate IV Project Management Practice (course link)
- Certificate IV Accounting
- Diploma Accounting
- Diploma Work, Health and Safety
- Academic Foundation Skills (course link)