Diploma of Project Management
Project Management

Qualified Project Managers are in great demand across all industry sectors as they help companies achieve greater efficiency, performance and profit by having the ability to meet allocated budgets, organise scarce resources, deliver projects on time, contribute to continuous improvement processes and generate maximum team performance.

The BSB51407 Diploma of Project Management is ideal for those who have had experience in managing projects, or have been involved as a team member and looking to progress your career as a Project Manager. This course will provide you with the skills and knowledge to manage projects from planning them to implementing, monitoring and reviewing them. You will also gain the skills to manage the work of a team as well as learn how to manage timelines, budgets, control the quality of projects, and generate maximum team performance.

Successful completion of the Diploma of Project Management allows you to work as a Project Manager, Project Leader, Project Management Facilitator or Project/Program Administrator.

When you enrol into the Diploma of Project Management course with HS Business School, your login details will be sent to you and you will be able to access all of your training material instantly. There is no need to wait for classes to start or for the next intake.

Our Diploma of Project Management course is delivered online, we find that this is a great way to save time and get through your qualification quickly and easily. You will have a timeframe of 12 months to complete your qualification from the date of enrollment.

Our Diploma of Project Management provides a framework for both the PMBOK and PRINCE2 methodologies giving you a sound theoretical background in project management.
Why study with HS Business School?

We are results orientated

Managers who take part in our specially designed programs are guided to carry out significant workplace projects that demonstrate actual performance improvements.

We are specialists

We are specialists in management development and have a great deal of experience in working with clients in Australia and overseas. We continually research the latest management methodologies and incorporate them into our programs.

Quality learning materials

We pride ourselves in providing you with quality learning materials. In our courses we combine the benefits of online instruction with downloadable electronic resources to enable you to complete your studies at your own pace in your own environment.

Tutor support is also provided in the form of regular Webinars covering specific areas from the course you are studying. All course information is thoroughly examined to ensure the materials are relevant and easy to use and that course participants are able to obtain the most practical and 'best practice' information.

We employ state-of-the art online learning resources for our Diploma of Project Management, developed by experienced industry professionals and augmented by our own targeted training resources.

Complete real projects
Our approach to online learning

You will experience online learning that is interactive and inspiring, developed for HS Business School to provide our students with a learning experience like no other.

Our course materials

When you study with HS Business School, your course is presented in a dynamic and interesting way, with lots of graphics, slides and easy to understand sequences. You can test your knowledge with Interactive quizzes in many of our courses.

Our dedicated trainers

We are here to support you all the way throughout your course. You can contact us by phone, email, live chat or through online forums at the Virtual Campus. With HS Business School, you have access to a variety of quality resources and are never alone in your studies.
BSB51407 Diploma of Project Management

Course Structure

To be awarded the Diploma of Project Management, students must successfully complete a total of nine units of study, comprising:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBPMG501A</td>
<td>Manage application of project integrative processes</td>
<td>Manage integration of all functions of project management, coordinate internal and external environments and implement project activities throughout life cycle.</td>
</tr>
<tr>
<td>BSBPMG502A</td>
<td>Manage project scope</td>
<td>Conduct project authorisation activities, conduct project scope definition activities and manage application of scope controls.</td>
</tr>
<tr>
<td>BSBPMG503A</td>
<td>Manage project time</td>
<td>Determine project schedules, implement project schedules and assess time management outcomes.</td>
</tr>
<tr>
<td>BSBPMG504A</td>
<td>Manage project costs</td>
<td>Determine project costs, monitor and control project costs and conduct financial completion activities.</td>
</tr>
<tr>
<td>BSBPMG505A</td>
<td>Manage project quality</td>
<td>Determine quality requirements, implement quality assurance processes and implement project quality improvements.</td>
</tr>
<tr>
<td>BSBPMG506A</td>
<td>Manage project human resources</td>
<td>Implement human resource and stakeholder planning activities, implement staff training and development and manage the project team and stakeholders.</td>
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<tr>
<td>BSBPMG507A</td>
<td>Manage project communications</td>
<td>Plan communications processes, manage project information and assess communications management outcomes.</td>
</tr>
<tr>
<td>BSBPMG508A</td>
<td>Manage project risk</td>
<td>Determine project risks, monitor and control project risks and assess risk management outcomes.</td>
</tr>
<tr>
<td>BSBPMG509A</td>
<td>Manage project procurement</td>
<td>Determine procurement requirements, establish agreed procurement processes, conduct contracting and procurement activities, implement contract and/or procurement and manage contract and procurement finalisation procedures.</td>
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FREQUENTLY ASKED QUESTIONS

Q1. How is the course delivered?

Online delivery: you will get access to your online course material for 12 months and can start working on the course immediately.

Q2. Do I get my course materials in a hard copy?

No. The material is available online. However, there is a Print version attached to each online unit in PDF format, which you can download, save and print if you prefer to read it off line.

Q3. How long will it take me to complete the course?

Both courses are self-paced and you will have 12 months from your enrolment date to complete your qualification.

To complete the Diploma within 12 months it is recommended that 8 to 10 hours per week be scheduled for study and assignments. Students can self-assess their pace by setting a target of completing one unit per month.

- 1 year = 8-10 hours per week/1 unit per month.

Q4. If I sign up for the online course, would I be able to access any support?

Yes, you can phone or email us, use the Chat option, or join the Forum and keep in touch with the HS Business School staff and other students.

Q5. How will I be assessed for competency?

There are various assessment requirements throughout the course dependent upon the context of each unit. In most cases you will be required to submit assignments that demonstrate your knowledge and competency. The assignments may consist of essays and question and answers or they may require you to complete workplace projects.

The Diploma of Project Management’s assessment is done on a unit by unit basis. Each unit has its own assessment piece. As these courses are offered online, there are many occasions where you will have to obtain third party verification of your skills obtained. In each of these cases, we provide the form that is required to be completed and signed by a Manager or Supervisor in your workplace.

If you are ever unsure of the volume of work with your essays or projects, simply send what you have done to your trainer. The trainer will provide guidance if more is required.
FREQUENTLY ASKED QUESTIONS

Q6. I have completed some management courses in the past/have experience working as a leader/manager; can I seek Recognition of Prior Learning (RPL)?

Yes you can seek RPL. Simply ask your enrolment coordinator for the Student RPL Package. The Student RPL Package is designed to take you step-by-step through the requirements for applying for RPL.

Q7. What is HS Business School’s refund policy?
Students are entitled to a full refund if HS Business School cancels a course or fails to make training materials available within a reasonable timeframe.

Refunds will not be given for any of the following reasons:

- Failure to attend a scheduled training session
- Non-completion of assessment activities
- Change of mind about a course, or,
- Other circumstances beyond our control.
- No refund will be given if a student has been enrolled in an online or distance course for more than one (1) month.

If a student decides to cancel the course for any of the reasons above and has paid in full, a student will not be eligible for refund. If a student decides to cancel the course for any of the reasons above and is on a monthly payment plan, a student is still responsible for making payments in full. HS Business School offers deferment of studies in certain circumstances. Please contact your trainer to discuss options before making the decision.

Q8. Where can I access HS Business School’s Policies and Procedures?

Our policies and procedures including RPL (recognition of prior learning), appeals and service delivery standards can be found in the Participant Handbook which is available via the Links on our website.
HS Business School is a leader in career advancement training courses. We specialise in online courses delivered using an innovative platform that keeps students engaged and motivated to complete their studies.

Our students have access to highly experienced, passionate trainers, who are there to guide them through the course and ensure they are successful in their chosen field of study.

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