



TRAINING
TASMANIA



BSB50820

Diploma of Project Management

NDA TRAINING TASMANIA
Hobart | Launceston | Ulverstone

03 6334 4910
www.nda.com.au

NDA Computing Pty Ltd - RTO Provider 60034

About NDA

NDA Training Tasmania (NDA Computing Pty Ltd) is a registered training organisation (RTO Provider Number 60034) offering training and assessment in the 'Business Services' and 'Information and Communications Technology' (ICT) Training Packages.

NDA has been in operation for over 30 years and is 100% locally owned and operated.

NDA operates in accordance with the Standards for Registered Training Organisations (2015), and has obligations to ensure that all training and assessment offered:

- Provides a quality outcome for learners,
- Meets the requirements of the Standards for Registered Training Organisations (2015), and
- Provides AQF certification documentation.

Training results for Qualifications and Statements of Attainment are recognised and accepted by industry and other educational institutions throughout Australia.

The following information is provided to enable you, as a potential learner, to make an informed choice before enrolling in any training and assessment services. You need to consider if this is the right qualification for you and your needs, and if the delivery methods, schedule, fees and requirements are right for you. The following information is provided to assist with your decision making. If you have any further questions about this qualification, please contact NDA on (03) 6334 4910.

Why choose us?

NDA provides FREE access to all relevant NDA training courses that align to units on the training plan. No other RTO provides this service, and few provide face-to-face training with qualifications.

An NDA assessor will visit both the trainee and the trainee's supervisor regularly and provide progress reports after each assessment. Trainees receive FREE phone support from the NDA Help Desk.

A permanent NDA assessor will be assigned to your staff member and will provide support through the entire qualification. Many other RTOs use contract assessors who often change during a qualification.

NDA offers flexible training options to suit the needs of both the business and the individual, including face-to-face training and assessment, self-paced learning resources, and access to online services.

NDA has professionally equipped training centres in Hobart, Launceston and Ulverstone providing a consistent service state-wide.

Support available for learners

NDA provide support in accessing the following services:

- Learning support
- Travel and allowance subsidy for training
- Counselling
- Housing assistance
- Financial management assistance

BSB50820 – Diploma of Project Management:

Course overview

The BSB50820 Diploma of Project Management 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.

Entry requirements

Although there are no official entry requirements for the Diploma of Project Management, NDA strongly recommends learners have the following:

- Have access to a computer (with Adobe Reader, Microsoft Word and Internet)
- Have a reasonable level of language, literacy and numeracy skills.
- Have an intermediate level of technology skills.
- Experience in a Project Management role.

Examples of job roles for learners wanting to undertake this qualification may include but are not limited to: Project leader/team leader, Project contract manager, Project manager (industry specific), Project vendor manager.

Volume of learning

The Australian Qualifications Framework (AQF) volume of Learning Indicators, provide a starting point for the amount of training provided for a qualification at an AQF Level (4) Certificate and states the following volume of Learning:

Diploma	1-2 years	approximately 1200-2400 hours
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*This indicator is designed to be a starting point only and many factors can affect the amount of training required.

If you work fulltime, you are given 24 months to complete the Diploma of Project Management qualification. Extensions for qualification completion are available upon request to our RTO Administrator where learners can supply sufficient reasoning. Alternatively, you may complete the qualification early by agreement with your assessor and employer.

Suspensions, extensions and cancellations

Information on the suspension, extension and cancellation processes and who you should contact can be found in the Student Information Guide which you have also been provided with in this pack.

Training courses

One of the benefits of undertaking a qualification with NDA is the opportunity to attend NDA training courses that are aligned to your qualification at no extra cost. As these are public courses, attendance is always made on a 'waitlist' basis until we can confirm there are enough participants to run the course. You will be notified a week prior to the course if it is not going ahead.

Any cancellation or transfers by the trainee 5 or less working days prior to the course will incur a \$50 cancellation fee. The cancellation fee may be waived upon presentation of a doctor's certificate. For any cancellations or transfers please contact our Client Services Officer directly.

How is the qualification delivered?



Face to Face Classroom Sessions

The face-to-face classroom sessions are training courses that have been developed to directly align to specific units in the qualification. This delivery method is undertaken in conjunction with self-paced study. With this delivery method, you will have access to many avenues of support including:

- Ongoing email support
- Telephone support
- Workplace assessment visits
- Regular administration contact



Online Study

The online study delivery method is completed in your own time through our online eLearning centre and is highly suited to motivated self-learners. With this delivery method you are given access to all the resources and assessment materials for the units you have enrolled in, as well as access to support including:

- Ongoing email support
- Telephone support (Monday – Friday, during business hours)
- Regular administration contact

Upon enrolment you will be provided with a link to the eLearning centre along with a login to access all your resources.



Self-Paced Study

The self-paced study delivery method is completed either in your own time or allocated work time and is highly suited to motivated self-learners. With this delivery method, you will have access to many avenues of support including:

- Ongoing email support
- Telephone support
- Workplace assessment visits
- Regular administration contact

Upon completion of your induction visit you will receive a login for the online study units, as well as all the resources and assessment materials for the completion of the self-paced study units. You will also be provided with training course dates for scheduling with the course co-ordinator.

BSB50820 Diploma of Project Management units

The Diploma of Project Management is made up of 12 units of competency (8 Core and 4 Elective units).

The packaging rules for the qualification are:

8 core units plus

4 elective units, of which:

- 2 elective units must be selected from the elective units listed below
- For the remaining 2 electives, up to 2 units may be selected from the elective units listed below; or if not listed, up to 2 units may be selected from a diploma or above from this or any other currently endorsed Training Package qualification or accredited course.

They must not include the choice of the unit BSBPMG430 Undertake project work

NDA delivers the full qualification in 3 blocks of 3 days training, with the electives noted with a * below. Learners are able to select different electives if they prefer. Learners will still need to attend the 9 days of training however, will not complete the assessment for the electives not chosen.

The units and directly aligned training courses that NDA offers are as follows:

	Unit Code	Unit Title	Training Course
Core	BSBPMG530	Manage project scope	Block 1 Training (3 days) <i>Microsoft Project (optional)</i>
	BSBPMG531	Manage project time	
	BSBPMG532	Manage project quality	
	BSBPMG533	Manage project cost	
	BSBPMG534	Manage project human resources	Block 2 Training (3 days)
	BSBPMG535	Manage project information and communication	
	BSBPMG536	Manage project risk	
	BSBPMG540	Manage project integration	[incl. in Block 3 Training]
Elective	BSBPMG537	* Manage project procurement	[incl. in Block 2 Training]
	BSBPMG538	* Manage project stakeholder engagement	Block 3 Training (3 days)
	BSBPMG539	* Manage project governance	
	BSBPMG541	* Manage complex projects	
	BSBLDR522	Manage people performance	Performance Management and Development
	BSBOPS501	Manage business resources	
	BSBCMM511	Communicate with influence	
	BSBCRT511	Develop critical thinking in others	
	BSBSUS511	Develop workplace policy and procedures for sustainability	
	BSBTWK502	Manage team effectiveness	Effective Supervision Skills
	BSBWHS521	Ensure a safe workplace for a work area	

How is the qualification assessed?

To achieve this qualification learners are required to be found Competent in 12 units of competency. The following methods are used to gather evidence of competence:

NDA training course

- NDA delivers the full qualification in 3 blocks of 3 days training, with the electives noted with a * in the previous table. Learners are able to select different electives if they prefer. Learners will still need to attend the 9 days of training however, will not complete the assessment for the electives not chosen.
- NDA offers training courses that align to some of the other electives. Assessment activities completed during these training courses can help to demonstrate competency in the aligned unit.

Activities

- Learners are enrolled into the online training system Catapult for any self-paced study elective units selected.

Questions and answers

- All questions and answers should be completed and returned to your assessor.

Project or workplace evidence

- The projects are designed for the unit of competency. These are generic projects and may not correlate to the learner's industry. Alternatively, appropriate workplace evidence can be provided for assessment. Workplace evidence must be 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. Please speak to your Assessor about this option.

The training plan completed upon induction outlines the training and assessment methods for each unit of competency.

Zoom Assessments

NDA may need to revert to Zoom based training and / or assessments under certain circumstances, particularly relating to any COVID developments.

Payment

User Choice Funded

This qualification is partially funded under the Department of State Growth User Choice Funding scheme for eligible employees.

There is a gap fee of \$2,000, which is payable by the employer in two instalments. The first instalment upon enrolment and the second upon completion of the first block of training.

The first instalment includes a **\$500 non-refundable enrolment fee**.

Fee for Service

If the Learner is ineligible for funding, ***the total course fee is \$4,500.***

Fees charged by NDA include all resources, training and assessment services, *including attendance at relevant NDA training courses, where applicable.*

The invoicing structure for fee for service clients is as follows:

First Instalment – \$2,000 (\$500 non-refundable enrolment fee, plus \$1,500 first instalment)

- This is invoiced upon enrolment and includes a **\$500 non-refundable enrolment fee**.

Second Instalment – \$1,000

- This is invoiced upon completion of the first training block.

Third instalment - \$1,000

- This is invoiced upon completion of the second training block.

Final Instalment – \$500

- This is invoiced upon completion of the third and final training block.

Refunds

NDA's refund policy can be found on our website www.nda.com.au