



PROJECT MANAGEMENT

Course Description

Pursuing a career in Project management? This short course will enable you to work as a project manager (or project team leader) by developing the practical skills and knowledge required to design, implement, manage, close and review projects. No matter what size of the project!

This diploma level short course will assist in developing these in demand skills and provide you with a statement of attainment for a nationally recognised unit of competency:

BSBPMG522: Undertake project work

Learning Outcomes

The learning outcomes for this course cover:

- Defining the project and stakeholders
- Developing a project plan - including time lines, resources, budgets, roles and responsibilities
- Risk management
- Administering and monitoring the project
- Finalising and reviewing the project

Delivery and enrolment period

This course is delivered on-line, therefore there are no fixed enrolment dates; you enrol and commence your course at a time and place suitable for you. There are no classroom dates and times that you need to factor in to your busy work schedule.

Once enrolled you have 6 months to complete your course.

Total nominal hours: 30 - 50 hours, dependant on current and previous experience and the size of the project you will be involved in for the assessment task of this course.

Course fees

Program fees includes access to your course content which includes all required resources as well as one-on-one trainer support for the duration of your enrolment. Payment can be made via our payment gateways by credit card, bank transfer, cheque or money order. Payment plans are also available by arrangement.

Course:	Cost	Enrolment period
Project Management	\$380 upfront payment	6 months

* Prices subject to change, please check our website for most up to date specials.

Assessment Pathway

The following assessment pathways are available for you:

- **Study followed by assessment**
- **Recognition of Prior Learning:** If you have previous skill and knowledge and can provide evidence to support your RPL application. RPL application kit provided on request.
- **Assessment only:** Simply work through the assessments

The assessment for this course is based on a workplace based project that covers a portfolio of 5 parts from the inception to the review of a project. Assessments are conducted on-line and submitted via the learning management system (LMS) or can be emailed or mailed into Connect Training Group for assessment.

Recognition of Prior Learning or current competency (RPL)

If you feel you already have competence in project management, you can apply to have these skills recognised through the RPL process.

Evidence of work experience can be used in your RPL application. A formal interview also forms part of your RPL process.

Resource requirements including Language Literacy and Numeracy Requirements

There are no formal entry requirements for this course, however you will need:

- Access to a computer with internet connection
- Access to a workplace or practice environment either as an employee or a volunteer basis
- Sufficient language, literacy and numeracy skills to complete the course, e.g.:
 - Literacy skills to work with project tools and techniques and to write reports on time management issues
 - Organisational skills to sequence tasks and to monitor progress against agreed objectives
 - Technology skills to use software (if applicable)

Trainer support

You have one-on-one trainer support for the duration of your enrolment. Your trainer will assist you throughout the program with any questions you may have and to assist you work on any challenges that may impede your progress. Support is provided by: Phone (1300 number); email; Skype text, chat and video link; message and forums from within your course. Assessments are turned around within 72 hours allowing you to continue working consistently through your course.

How do I enrol?

Through our website: www.connect.edu.au. Simply select the course you wish to enrol and follow the prompts. If you have any questions please phone: **1300 737 434** during business hours or email: info@connect.edu.au

