Australian Government

Department of Education, Employment and Workplace Relations

BSB51407 Diploma of Project Management

Revision Number: 1

INDUSTRY
SKILLS
COUNCILS
Creating Australia's Future

BSB51407 Diploma of Project Management

Modification History

Not applicable.

Description

Descriptor

This qualification reflects the role of individuals who possess a sound theoretical knowledge base and use a range of specialised, technical or managerial competencies to plan, carry out and evaluate their own work and/or the work of a team.

Job Roles

- Project Leader
- Project Management Facilitator
- Project or Program Administrator.
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Pathways Information

Qualification Pathways

Entry requirements
There are no entry requirements for this qualification.

Pathways into the qualification
Preferred pathways for candidates considering this qualification include:

- BSB41507 Certificate IV in Project Management or other relevant qualification/s

OR

- with extensive vocational experience in project roles where they may have had some limited responsibility for the output of others, and without a formal project management qualification.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Project Coordinator
- Project Management Officer
- Project Team Member
- Project or Program Administrator.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification
After achieving this qualification candidates may undertake:

- BSB60707 Advanced Diploma of Project Management.
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Licensing/Regulatory Information

Innovation and Business Skills Australia

Licensing, **Legislative**, **Regulatory or Certification Considerations**

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Entry Requirements

Not applicable.

Employability Skills Summary

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
Qualification Code and Title	
The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.	
Employability Skill	**Industry/enterprise requirements for this qualification include**:
Communication	• consulting with stakeholders and others on developing a range of project management related plans • negotiating contracts and solutions to new and emerging issues • utilising excellent interpersonal skills and producing a wide range of reports and charts to document project progress, milestones and outcomes
Teamwork	• defining performance measures and managing the work of others through positive leadership • delegating roles and responsibilities to team for the implementation of project plans
Problem-solving	• analysing data and evaluating the effectiveness of systems • calculating resource requirements and acquiring them • designing control mechanisms and evaluating procedures • implementing continuous improvement processes as required • performing cost benefit analyses, budgeting, assessing and managing risk • solving complex and non-routine difficulties • tracking and monitoring projects • using a variety of problem-solving and decision-making strategies
Initiative and enterprise	• responding to new and changing circumstances to ensure project outcomes remain achievable • reviewing processes to inform future activity
Planning and organising	• developing a quality assurance process and applying appropriate techniques and tools • planning and managing projects in respect to time, cost, quality and resource management • undertaking contingency planning and integrating all project processes
Self-management	• managing own time and priorities and dealing with contingencies

EMPLOYABILITY SKILLS QUALIFICATION SUMMARY	
	• taking responsibility as required by work role and ensuring all organisational polices and procedures are followed • using discretion and judgement required within complex environments • using judgement in planning and selecting resources for oneself and others
Learning	• providing learning and development opportunities for the project team • counselling staff as required on skill development requirements
Technology	• using electronic communication devices and processes such as internet, intranet, email, to produce written correspondence and reports • using project management specific software including time analysis and risk analysis tools • using technology to assist the management of information and to assist the planning process

Packaging Rules

Packaging Rules
Total number of units = **9** **9 core units**
Core units **Project Management** BSBPMG501A   Manage application of project integrative processes BSBPMG502A   Manage project scope BSBPMG503A   Manage project time BSBPMG504A   Manage project costs BSBPMG505A   Manage project quality BSBPMG506A   Manage project human resources BSBPMG507A   Manage project communications BSBPMG508A   Manage project risk

Packaging Rules
BSBPMG509A   Manage project procurement

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