



**Australian Government**

# **BSB60707 Advanced Diploma of Project Management**

**Release 3**

# BSB60707 Advanced Diploma of Project Management

## Modification History

Release	Comments
Release 3	This version first released with BSB07 Business Training Package Version 8.1  Typographical error - Amendment made to Qualification code (from BSB51407 to BSB51413) under Pathways Information.
Release 2	This version first released with <i>BSB07 Business Services Training Package Version 8.0</i> .  Amendment made to Qualification code (from BSB51407 to BSB51413) under Pathways Information.
Release 1	Initial release.

## Description

This qualification reflects the role of individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes.

### Job roles

- Branch/Section Leader - Project Management
- Project Manager
- Project Manager - Construction/Health.

## **Pathways Information**

### **Pathways into the qualification**

Candidates may enter the qualification through a number of entry points including:

- BSB51413 Diploma of Project Management or other relevant qualification/s

OR

- with extensive vocational experience in the leadership of projects and teams but without a formal project management qualification.

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

- Project Leader
- Project Management Facilitator
- 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 choose to undertake studies at higher education level.

## **Licensing/Regulatory Information**

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**

There are no entry requirements for this qualification.

## Employability Skills Summary

*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	<ul style="list-style-type: none"> <li>consulting and negotiating contracts as required</li> <li>consulting with stakeholders and others on managing a range of project plans</li> <li>developing and managing formal and informal communication networks</li> <li>developing communication management plans and activities</li> <li>negotiating solutions to new and emerging issues</li> <li>producing a wide range of reports, visual presentations and charts to document project progress, milestones and outcomes</li> <li>utilising excellent interpersonal skills to consult, question, clarify and evaluate information</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>assigning responsibilities and supporting project managers</li> <li>demonstrating high level positive leadership and personnel management</li> <li>providing feedback while managing delivery environments of projects</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>analysing, coordinating and refining budgets</li> <li>coordinating conflicting requirements of individual projects</li> <li>designing control mechanisms for integrated projects</li> <li>managing human resources requirements using a range of problem-solving and decision making strategies</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>applying learning about ergonomic activities to develop improved processes</li> <li>identifying improvements to work design and organisation</li> <li>reviewing processes to inform future activity</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>designing the work environment by matching people, their activities, equipment and systems</li> <li>managing within a quality management system, the complex interrelationships between projects including scope, risk, resources, time, cost, quality and communication</li> <li>tracking and monitoring projects</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>planning own work</li> <li>selecting and prioritising projects within scope of one's job role</li> <li>working within organisational policies and procedures, and legislative requirements</li> </ul>

Learning	<ul style="list-style-type: none"><li>• establishing and implementing systems for ongoing development and training of personnel</li><li>• passing on to higher authority, lessons learned from integrated project management</li></ul>
Technology	<ul style="list-style-type: none"><li>• using a range of software including project management specific programs and databases to analyse information</li><li>• using electronic communication devices and processes such as internet, intranet, email to produce written correspondence, Gantt charts, schedules and reports</li><li>• using technology to assist the management of information and to assist the planning process</li></ul>

## Packaging Rules

**Total number of units = 9**

**9 core units**

**Core units**

### Project Management

BSBPMG601A Direct the integration of projects

BSBPMG602A Direct the scope of a project program

BSBPMG603A Direct time management of a project program

BSBPMG604A Direct cost management of a project program

BSBPMG605A Direct quality management of a project program

BSBPMG606A Direct human resources management of a project program

BSBPMG607A Direct communications management of a project program

BSBPMG608A Direct risk management of a project program

BSBPMG609A Direct procurement and contracting for a project program