About Conwal

Who we are

Conwal prides itself on delivering excellent training and assessment services. Our experienced team has designed each qualification to deliver an enjoyable student educational experience. Conwal has delivered training across Australia for over eight years.

Conwal specialises in creating and providing dynamic online training courses using the latest technology. Our user friendly learning portal incorporates social media elements, video podcasts, and the Student Toolbox, full of excellent resources to enhance students’ learning experience. The learning platform is supported by a dedicated team of student support officers, technical support staff, and administrative facilitators.

Guiding you through your learning journey is your very own expert trainer and assessor. Our trainers all have extensive relevant industry experience and will provide you with both learning support and up-to-date industry information.

Accreditation

- Conwal and Associates Pty Ltd, trading as Conwal Institute, is registered as a training organisation by the Australian Skills Quality Authority (ASQA) as RTO number 31190.
- Conwal and Associates Pty Ltd, trading as Conwal Institute holds ASTAS insurance that protects student fees taken in advance through the Australian Student Tuition Assurance Scheme (ASTAS). The ASTAS Scheme is approved by the Australian Skills Quality Authority (ASQA) and administered by the Australian Council for Private Education and Training (ACPET).

Age Requirements

All qualifications require applicants who are under 18 years of age to have parental consent, in writing.
About Conwal

What we provide

Online support

Help is just a click away. From the comfort of your own home, relax knowing that online support is available. We’re ready to answer your questions and ensure your e-learning experience is both positive and productive.

Technical support

Minimise your down time. Don’t let technology issues impact your learning. Count on our team to help you get up to speed and fix any issues that you may encounter.

Phone support

Just call our 1300 092 654 free call number and you will be connected to one of our knowledgeable support staff who will be happy to assist you.

Live chat - tutor support

Real-life, online, on-demand help for your report writing, structure and referencing, maths, science, and business studies questions.

Trainer support

Get help when you need it. We ensure you get the support you need by email or phone.
Course overview

BSB51415
Diploma of Project Management

The BSB51415 Diploma of Project Management reflects the role of individuals who apply project management skills and knowledge. Who may manage projects in a variety of contexts, across a number of industry sectors, have a project leadership and management role and are responsible for achieving project objectives.

This qualification will have you possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate your own work and/or the work of others.

Our Trainers bring wealth of current industry knowledge and experience and will provide you with personalised support to successfully complete the qualification.

Course delivery
Online

Course access
24 months

Qualification
Diploma

Career prospects

Project Manager

Project Leader

Project Administrator

Recognition of Prior Learning
Recognition of Prior Learning (RPL) if you have studied previously or have work experience that relates directly to your qualification, may be eligible for (RPL).
BSB51415
Diploma of Project Management

This qualification is delivered online. Upon enrolment students are issued with a login and password, student pack and access to Conwal Institutes student portal. The Work-Task-Based Assessment approach aims to produce competent graduates who are knowledgeable, skilled and confident in meeting workplace demands upon graduation. It enables the student to partake in a workplace experience and apply the knowledge they have acquired in real workplace situations.

Course duration

Volume of learning: 1–2 years or 1200–2400 hours

At full time load: 25hrs a week

At part time load: 12hrs a week

Maximum access to this course: 24 months

Duration

The Volume of Learning includes all activities that are required to be undertaken by the typical student to achieve the learning outcomes.

The duration of your qualification will depend on your work and academic experience and how much time you can allocate to your studies. Generally a diploma is completed in approximately 12 months.

If you are fitting study around work, life and family commitments you might choose a longer time frame.

Pathways to University

A Diploma of Project Management will help you prepare you for further education in the field of business and you may be eligible for direct entry or credit into related degrees with Australian universities. You will need to contact your preferred university for information about eligibility for direct entry or credit.
Requirements

Pre-requisites

While there are not specific pre-requisites for this course students undertaking a diploma will need a sufficient level of literacy and numeracy to access the qualification. Conwal Institute is able to provide advise and assist intending applicants to determine the suitability of the program.

All students undertaking nationally recognised qualifications are required to obtain a Unique Student Identifier (USI) from the Commonwealth Government. In order to complete your enrolment you will need to provide your USI number to your career consultant. We are able to assist in obtaining your USI if required.

Please visit the USI website www.usi.gov.au to create your USI.

Entry Requirements

There are no entry requirements for this qualification. However, you will be required to participate in a language literacy and numeracy task to ensure that the level of qualification you have selected is appropriate for your study needs.

If you are applying for VET FEE-HELP assistance there are specific eligibility requirements that you must meet, please review our VET FEE-HELP page on our website for more information.

All students must read our entry requirements policy and procedure found on our website and are able to meet the requirements for enrolling in this qualification.

Study Requirements

Your commitment to your qualification will include:

- reading course material
- undertaking learning assessment
- practical skills assessment
- case studies
- completing assessment tasks and projects
- communicating with your trainer/s
- your target is to complete 1 unit per month
Completion details

Our Assessment Model

The Work-Task-Based Assessment Model is designed to allow students who do not have access to a workplace to undertake their assessments using the ‘The Health Hub Wellness Centre (HHWC)’ business scenario.

The HHWC is a simulated business environment to replace real experiences with simulated but realistic ones. The simulated work environment provides information about the business including; a range of business documents, processes and scenarios to provide students with an authentic workplace experience.

Students are presented with realistic problems within HHWC and must respond by completing assessment tasks that reflect the real work environment.

Assessment

The student is employed by the Health Hub Wellness Centre (HHWC) to support the roll out of the Health for Happiness community program.

• You will be involved in 3 projects
• Developing project plans and other project documentation
• Holding planning and team meetings (role play)
• Provide performance counselling to staff (role play)
• Terminate a staff members employment (role play)
• Monitoring the project inputs and outcome
• Setting up and maintaining an information system
• Managing project close
• Review and report on the project and lessons learnt
• Managed tenders and contracts for procurement
• Negotiate with suppliers
Online Study

Due to our busy lifestyles, online learning has become one of the most popular forms of learning due to the flexibility it allows. The beauty of an online course is that your classroom can be at your home, local library or a coffee shop - wherever you can access the internet.

It is important you are aware of how online learning differs from traditional face-to-face training. Online learning requires independence, internal motivation, and responsibility. Reading and writing are the main ways you’ll communicate in an online environment. However, your trainer and our friendly support team are always available to help motivate you in your study.

To be successful with online learning:
- You need experience using a computer and the internet
- Good time management skills to plan your study (your trainer can help with this)
- Self-discipline
- High level of motivation to succeed
- Basic word processing skills

Resource Requirements

Prior to enrolment you will require the following:
- Computer
- Audio capability
- Broadband internet connection
- Adobe Acrobat Reader
- Macromedia Flash Player
- Access to a printer
- Access to a scanner
- Internet explorer or a similar web browser
- Word processing software - e.g. Microsoft Word, Pages (for Mac only)
- Adobe reader may be required, free from www.adobe.com
- Access to a telephone
- Access to a white board
- Access to people to assist with role play’s
- Access to video and audio recording equipment
- Ability to upload a document
- Ability to scan a document
- Access to a space that can be used for role plays
Completion details

Completion of your course

Upon successful completion of this qualification, you will be issued with a nationally recognised certificate for BSB51415 Diploma of Project Management by Conwal and Associates Pty Ltd (RTO 31190), trading as the Conwal Institute. If you complete only part of the qualification you will receive a nationally recognised Statement of Attainment for the units of competency you have completed successfully.

MORE COURSES

Click here to view more courses you may be interested in.
### Course units

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Tuition Fee</th>
<th>RPL Tuition Fee</th>
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</thead>
<tbody>
<tr>
<td>BSBWOR501</td>
<td>Manage personal work priorities and professional development</td>
<td>$1250</td>
<td>$1250</td>
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<tr>
<td>BSBWOR502</td>
<td>Lead and manage team effectiveness</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBPMG511</td>
<td>Manage project scope</td>
<td>$1250</td>
<td>$1250</td>
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<tr>
<td>BSBPMG515</td>
<td>Manage project human resources</td>
<td>$1250</td>
<td>$1250</td>
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<tr>
<td>BSBPMG512</td>
<td>Manage project time</td>
<td>$1250</td>
<td>$1250</td>
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<tr>
<td>BSBPMG514</td>
<td>Manage project cost</td>
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**ASSESSMENT KEY**

WO - Work Output, O - Observation, A - Aural, CS - Case Study, PSR - Practical Skills Report, RP - Role play
**Units**

**Course units**

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<tr>
<td>BSBPMG513</td>
<td>Manage project quality</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
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<tr>
<td>BSBMGT502</td>
<td>Manage people performance</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
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<tr>
<td>BSBPMG521</td>
<td>Manage project integration</td>
<td>WO, O</td>
<td>$1250</td>
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<tr>
<td>BSBPMG516</td>
<td>Manage project information and communication</td>
<td>WO, O</td>
<td>$1250</td>
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<tr>
<td>BSBPMG517</td>
<td>Manage project risk</td>
<td>WO, O</td>
<td>$1250</td>
<td>$1250</td>
</tr>
<tr>
<td>BSBPMG518</td>
<td>Manage project procurement</td>
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**ASSESSMENT KEY**

WO - Work Output, O - Observation, A - Aural, CS - Case Study, PSR - Practical Skills Report, RP - Role play
Units Overview

**BSBWOR501 Manage personal work priorities and professional development**
Employers of today expect their employees to continuously develop their knowledge, skills and capabilities. This unit will assist you to learn how to systematically prioritise work-based tasks while striving to improve your organisational skills and capabilities. Particular emphasis is on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

**BSBWOR502 Lead and manage team effectiveness**
Learn how to establish a team performance plan, facilitate teamwork, manage key business relationships and become an effective team leader in the workplace. This unit will provide you with the skills and knowledge to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation.

**BSBPMG511 Manage project scope**
Are you responsible for managing and leading projects or are you wanting to learn about defining and managing the scope of a project? This unit includes the performance outcomes, skills and knowledge required to determine and manage project scope. It involves obtaining project authorisation, developing a scope management plan, and managing the application of project scope controls. You will learn how to conduct project authorisation activities, define the scope and manage the project scope control process.

**BSBPMG515 Manage project human resources**
A complex knowledge of Project Human Resource Management is critical in determining the project’s successful outcome. In reality, people practice many of the concepts involved in Project Human Resource Management however you need to fully understand and benefit from a more detailed understanding of Project Management and how human recourse planning is a vital part. This unit describes the performance outcomes, skills and knowledge required to manage human resources in and for projects. It involves planning for human resources, implementing personnel training and development, and managing the project team.
Units Overview

**BSBPMG512 Manage project time**
Learn how to manage project time. The management of time is a Key Risk Area that all projects face. This unit describes the performance outcomes, skills and knowledge required to manage time in projects. It involves determining and implementing the project schedule, and assessing time management outcomes.

**BSBPMG514 Manage project cost**
A knowledge of Project Cost Management is critical in determining the project’s outcome. You will address many of the challenges facing Projects and their Project Managers today. This unit describes the performance outcomes, skills and knowledge required to identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

**BSBPMG513 Manage project quality**
Quality Management defines the acceptable level of quality, which is typically defined by the customer, and describes how the project will ensure this level of quality in its deliverables and work processes. Quality Management plans apply to project deliverables and project work processes. This unit describes the performance outcomes, skills and knowledge required to manage quality in projects. It involves determining quality requirements, implementing quality control and assurance processes, and using review and evaluation to make quality improvements in current and future projects.

**BSBMGT502 Manage people performance**
Performance management is simply a term used to describe a set of activities that assess whether goals or objectives are being met. These activities include defining work, setting goals, providing feedback and encouraging development. Performance management is about shared responsibility and understanding of roles, expectations and standards. This unit describes the skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management. It applies to individuals who manage people. It covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.
Units Overview

**BSBPMG521 Manage project integration**
Integration management is a collection of processes required to ensure that the various elements of the projects are properly coordinated. It involves making trade-offs among competing objectives and alternatives to meet or exceed stakeholder needs and expectations. This unit describes the performance outcomes, skills and knowledge required to integrate and balance the overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and to align and track the project objectives to comply with organisational goals, strategies and objectives.

**BSBPMG516 Manage project information and communication**
The success of most projects, whether handled by a dedicated project team or a cross-departmental team, depends upon a set of crucial communication skills and techniques. This unit describes the performance outcomes, skills and knowledge required to link people, ideas and information at all stages in the project life cycle. Project communication management ensures the timely and appropriate generation, collection, dissemination, storage and disposal of project information through formal structures and processes.

**BSBPMG517 Manage project risk**
Project Risk Management is an important aspect of project management. Project risk can be defined as an unforeseen event or activity that can impact the projects’ progress, result or outcome in a positive or negative way. This unit describes the performance outcomes, skills and knowledge required to manage risks that may impact on achieving project objectives. It involves identifying, analysing, treating and monitoring project risks, and assessing risk-management outcomes.

**BSBPMG518 Manage project procurement**
Project procurement management is about establishing, maintaining and closing relationships with suppliers of goods and services for the project. Managing project procurements and acquisitions requires the project manager to efficiently collaborate with the purchasing department on the process of planning and managing procurements. This unit describes the performance outcomes, skills and knowledge required to undertake procurement in projects. It involves determining procurement requirements, establishing agreed procurement processes, conducting contracting and procurement activities, and managing finalisation processes.
How to enrol

Enrolling with the Conwal Institute is easy!

Enrol online today. **Click here to get the process started.** Before you complete your enrolment you need to read the student handbook and terms and conditions that are located in the checkout process.

OR

Enrol by phone. Just call one of our friendly course and careers advisors on 1300 092 654.

Need more information?

We appreciate that choosing the right course is important. If you would like to discuss your career or course options, please do not hesitate to call or email our course and careers team with your questions.

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