



LUMINOUS EDUCATION

Luminous Education PTY LTD

RTO Code 41498

BSB51415 – Diploma of Project Management

A brief description of the qualification

Projects are integral part of a company's business strategy. Success of projects is conducive to business performance of any organisation. The qualification, **BSB51415 - Diploma of Project Management** from Luminous Education will help you to significantly improve your skills to manage projects. The successful completion of the qualification will allow graduates to gain a broad range of skills required to plan, lead and execute your organisation's projects.

Particularly, this qualification reflects the role of individuals who apply project management skills and knowledge 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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Target Cohort

This qualification is targeted for individuals (i.e., 18 years or older) already working in the office, but need to upskill their skills tapping project management (e.g., managing project scope including time, quality, cost, human resources, information and communication, risk, integration). Your choice of undertaking this qualification could be motivated by the following factors:

- ✦ Students undertaking professional development
- ✦ Students undertaking professional development to seek promotion within their organisation
- ✦ Students with project management experience boosting their ability to coordinate all aspects of the project management lifecycle
- ✦ Students with project management experience formalising skills

Entry Requirements

You must be 18 years of age or older, and have access to a workplace during the time of the enrolment. Applicants must demonstrate during the enrolment process the skills and capability required to successfully undertake and complete this course. Moreover, candidates will be assessed for language, literacy and numeracy (LLN) required to undertake this qualification. If the student has completed an AQF level 4 qualification (i.e., certificate IV level) delivered in English, LLN requirements are satisfied. For remaining participants, there will be a brief LLN assessment (i.e., oral, written).



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What skills will you gain?

This cohort will obtain skills relating to defining projects and their scope, writing, communication, determining and implementing project schedules, managing project quality requirement, project integration, risk & information, working on budgetary requirements, managing project human resources, managing operational plan & leading and managing team effectiveness.

Through classroom-based intensive hands on learning students will gain the salient practical skills tapping:

- ✦ Complete project authorisation activities
- ✦ Collaborate with stakeholders to produce a scope-management plan
- ✦ Implement scope-management plan according to procedures
- ✦ Review and document scope-management implementation and recommend improvements
- ✦ Develop a project schedule using project management tools and techniques
- ✦ Implement, analyse and monitor a project schedule
- ✦ Conduct a review of project scheduling and recommend improvements for the future
- ✦ Work with others to decide a project's quality requirements
- ✦ Document a quality-management plan
- ✦ Implement quality control and assurance processes for a defined project using a range of tools and methodologies
- ✦ Review outcomes and recommend process improvements
- ✦ Work closely with others to determine resources against budgetary frameworks
- ✦ Prepare a budget and cost-management plan for a project
- ✦ Monitor costs across a project's life cycle including solving cost variations and analysing possible alternatives
- ✦ Record expenditure, create accurate financial reports and review cost-management processes
- ✦ Plan and allocate human resources to a project
- ✦ Identify and organise project personnel training and development
- ✦ Manage project personnel to achieve project outcomes
- ✦ Apply human resource management (HRM) methods, techniques and tools to the project
- ✦ Develop a communication management plan and an information system for a specific project
- ✦ Implement a project information system with a systematic approach to storage, searching, retrieval and archiving of relevant information
- ✦ Implement and maintain communication processes
- ✦ Review project outcomes and document suggestions for improvements to managing project information and communication for future projects
- ✦ Conduct effective risk management for a project of sufficient complexity to demonstrate the full range of performance requirements



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- ✦ Apply risk management techniques, strategies and tools
- ✦ Work closely with others to integrate all project management functions across a project life cycle according to organisational objectives
- ✦ Negotiate with internal and external stakeholders
- ✦ Create accurate project management documentation
- ✦ Make suggestions for improvements to managing project integration in the future
- ✦ Managing operational plan
- ✦ Leading and managing team effectiveness

Why choose Luminous Education Pty Ltd?

Luminous Education Pty Ltd offers intensive face-to-face classroom training offering direct interaction between students and training staff. Our facilities (i.e., classrooms, resources, computers) are optimised with essential study aids (e.g., Google hangouts as Virtual platform, fast internet, Lap-tops, printers). This will ensure that you are being trained with up-to-date and current facilities that are prevalent in modern workplace. Since human exposure is vital, our trainers / assessors will be available on campus and away from campus (e.g., through phone call or Google Hangouts) to assist you in your important journey with Luminous Education. We will continue to provide training that is well supported by current industry trends and leading to skills that correspond to positive vocational outcomes.

Total Tuition Fees	\$6000.00
Qualification Fees	\$5750.00
Material Fees	All courseware resources and handouts will cost \$150
Non-refundable enrolment processing fees	\$100.00

Fees required on enrolment

Total fees for training and assessment required on enrolment (including non-refundable admin fees of \$100 + \$150 Material Fees + \$750 tuition fees) are \$1000.

Remaining course fees (i.e., \$5000) are payable in 5 easy payments (i.e., \$1000 each payment upon invoice)

Fees per unit

If the student re-trains in any unit after free assessment attempts and course extensions have been given, the student will need to pay the fees at the level of each unit at pro-rata rates. For this course, the unit fee is \$ 479.20 that will cover complete re-training and assessment.

RPL Fees

RPL Fees are AUD \$3500 including \$100 non-refundable administration fees.

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Refunds

Learners are to read fees / refund information from the student handbook.

Note: The RTO does not accept pre-paid course fees greater than \$1500 (i.e., applicable to all RTO scope).

Qualification Duration

The volume of learning for the **BSB51415 - Diploma of Project Management** will be *1300 hours* over a 52-week period (i.e., 4-week holidays). **Breakdown of total volume of learning**

- ✚ Classroom training (960 hours of training) at the RTO training facility, **Level 22, 127 Creek Street, Brisbane City, QLD, 4000**
- ✚ Self-directed learning + assessment task completion = 340 hours
- ✚ Learning support and Supplementary online support (Google-hangouts, additional trainer contact)

Course Intake

Since the nature of qualification is sequential (i.e., only CORE units), there will be no rolling intakes during the progression of CORE units. Rolling intake is allowed only during *elective units*.

Total number of units = 12 | C = Core | E = Elective

Code	Unit of Competence	Delivery	C/E
BSBPMG511	Manage project scope	Sequential Delivery	C
BSBPMG512	Manage project time		c
BSBPMG513	Manage project quality		c
BSBPMG514	Manage project cost		c
BSBPMG515	Manage project human resources		c
BSBPMG516	Manage project information and communication		c



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BSBPMG517	Manage project risk		C
BSBPMG521	Manage project integration		C
BSBMGT517	Manage operational Plan	Rolling Intake	E
BSBWOR502	Lead and manage team effectiveness		E
BSBLDR501	Develop and use emotional intelligence		E
BSBLDR502	Lead and manage effective workplace relationships		E

Note: The RTO reserves the right to change the elective units within this training as per industry feedback. However, once a student is enrolled, units are not subject to change.

Career opportunities

As the cohort of learners is already employed they may advance their career to include diverse roles in project management life cycle. Furthermore, graduates may undertake AQF level 6 qualification in Business/administration pathway. Please visit the following website for more information: <https://www.ibsa.org.au/sites/default/files/downloads/BSB%20pathways%20charts.pdf>. It is noteworthy that the Institute does not offer any AQF Level 6 qualification.

Award upon completion

Learners obtaining a competent result for all 12 unit (s) of competency will achieve the nationally recognised award, **BSB51415 - Diploma of Project Management**. Students completing less than 12 Units will receive a statement of attainment.

Recognition of Prior Learning

All individual students are offered the opportunity to apply for RPL, please see the Student Handbook or enquire at the RTO for the procedure on how to apply. Students eligibility for RPL is scanned via pre-enrolment survey and enrolment form.

Credit Transfer

All individuals who have completed national recognised training that is on the RTO scope will receive credit transfer (CT) for the previously completed unit(s) of competency.



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Unique Student Identifier (USI)

AQF Certification will be issued to learners only after being in receipt of a valid USI from the learner.

Students are required to create their USI if they do not have it already.

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