

**B**ERKELEY  
BUSINESS INSTITUTE



Berkeley Business Institute Course Guide

# PROJECT MANAGEMENT

[www.berkeley.edu.au](http://www.berkeley.edu.au)

BSB40120 &amp; BSB50120 &amp; BSB60120

# PROJECT MANAGEMENT



## WHY STUDY PROJECT MANAGEMENT?

The basic principles of project management include planning, organizing, securing, controlling, leading and managing resources and tasks to achieve specific business goals. Project managers determine strategies to kick off the project, evaluate and understand the project requirements, analyze and bring the required professionals on board, and monitor the progress of the work.

In addition to keen organizational skills, project managers should also be effective problem solvers, have above-average math skills and be clear communicators. For those who enjoy varied responsibilities, project management career may be a good match.

The knowledge and skills from your learning, including:

- ✓ Setting goals and objectives
- ✓ Effective management throughout each project stage
- ✓ Enhance communication
- ✓ Leadership skills and stakeholder management
- ✓ Documentation and records
- ✓ Effective resource management
- ✓ Mastering information systems
- ✓ Managing changes and project risk
- ✓ Widely applicable tools and techniques

## MEDIAN YEARLY EARNINGS

General Project Manager	\$65,000
Project Coordinator	\$50,000
Operations Manager	\$58,000
Senior Project Manager	\$141,102
Program Manager	\$145,000



### It is a growing industry

Employers are actively looking to fill many project management positions, especially since it's a growing industry. Many fields need highly skilled project managers, including: engineering and construction, healthcare, financial services, law, and technology.



### Highly regarded all around the world

Project management qualifications are highly regarded all around the world because they provide a versatile range of skills for managing change and achieving project goals in any industry or business.



### More career options

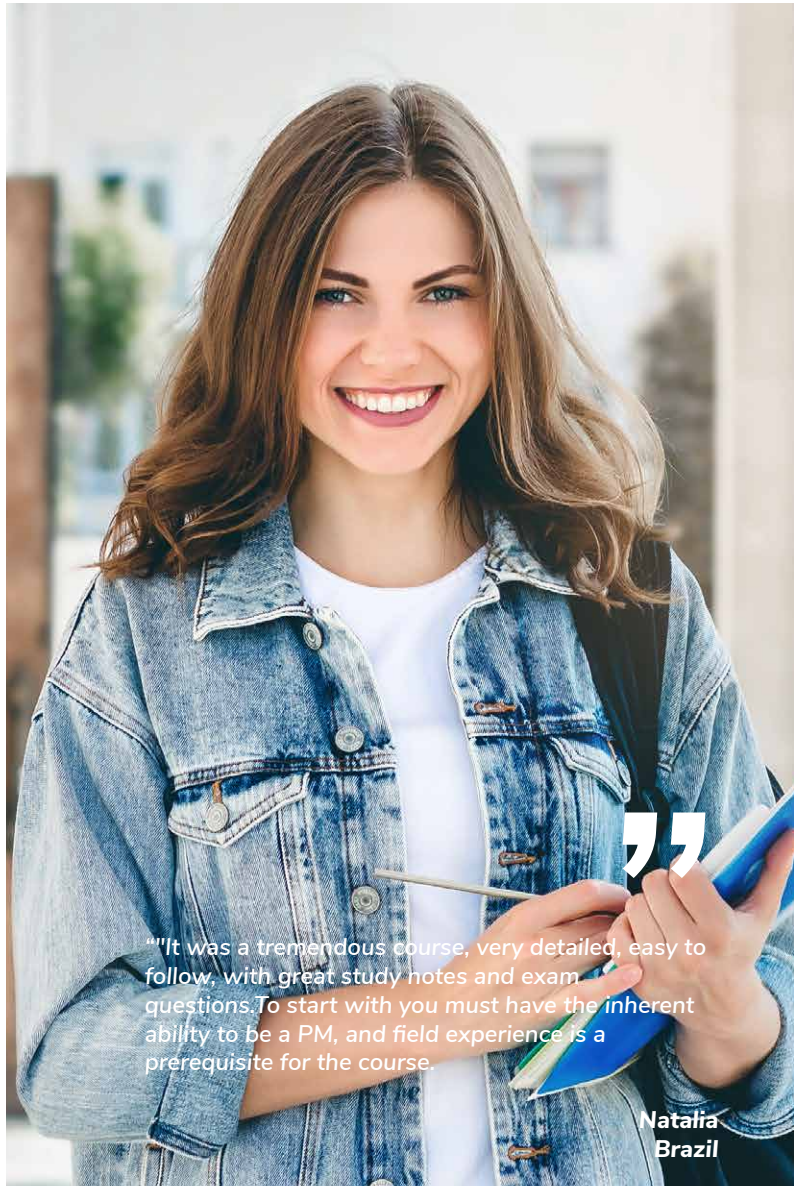
A project management degree is very versatile because all businesses and organizations need skilled leaders who can solve problems, successfully manage workflow, and delegate where appropriate.



### You can move within industries

A high salary is an attractive part of working in project management, but perhaps the most rewarding feature of working in this specialty is the ability to move upward or change positions within a multitude of different industries. A project manager can develop skills in managing one type of project that are transferable to other types of projects.

**PLANNING, ORGANISING,  
SECURING, CONTROLLING,  
LEADING AND MANAGING**



## COURSE PATHWAYS



## FLEXIBLE ONLINE STUDY

Our online study option is available to all domestic and overseas students. This study mode is best for students who prefer a flexible schedule that matches their daily routine and to study at their own pace.

Students who enrol in our courses will have access to Berkeley Business Institute's learning resources through our online platform 'E-learning'. Studying the theory component of our course online will not change the learning outcomes required by the courses.

### E-learning Access

<https://elearning.berkeley.edu.au/login/index.php>

### Tutorial for Virtual Class

<https://www.youtube.com/watch?v=uYYnryIM0Uw&t=1s>



### WHAT CAN YOU DO ON E-LEARNING:

- ✓ On-line study and attendance
- ✓ Download study materials
- ✓ Download online study guide
- ✓ Download assessments
- ✓ Assessment submission
- ✓ Weekly online activities

## UNIVERSITY ARTICULATION PATHWAYS





CRICOS CODE: 105095D | COURSE CODE: BSB40920

# CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. They may use project tools and methodologies selectively to support organisational or business activities.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

There are no entry requirements for this qualification. However, substantial work experience would be highly regarded. It is recommended that individuals should:

- be 18 years or older; and
- have completed Year 11 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB40920, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Project analyst
- ✓ Project Officer
- ✓ Project records officer
- ✓ Project administrator/coordinator

## QUALIFICATION STRUCTURE

BSBPMG420	Apply project scope management techniques
BSBPMG421	Apply project time management techniques
BSBPMG422	Apply project quality management techniques
BSBPMG423	Apply project cost management techniques
BSBPMG424	Apply project human resources management approaches
BSBPMG425	Apply project information management and communications techniques
BSBPMG426	Apply project risk management techniques
BSBPMG427	Apply project procurement procedures
BSBPMG428	Apply project life cycle management processes

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Training Package, or other Training Packages.



CRICOS CODE: 104054K | COURSE CODE: BSB50820

# DIPLOMA OF PROJECT MANAGEMENT

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. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals in these roles 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.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
52 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

It is recommended that individuals should:

- Be 18 years or older; and
- Have completed Year 12 or its equivalent with suitable English language skills.
- International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB50820, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Project contract manager
- ✓ Project leader/team leader
- ✓ Project manager (industry specific)
- ✓ Project vendor manager

## QUALIFICATION STRUCTURE

BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
BSBPMG538	Manage project stakeholder engagement
BSBTWK502	Manage team effectiveness
BSBPMG537	Manage project procurement
BSBPMG539	Manage project governance

## PATHWAYS FROM THE QUALIFICATION

After achieving this qualification candidates may undertake a range of Advanced Diploma level qualifications within the BSB Training Package, or other Training Packages.



CRICOS CODE: 104446E | COURSE CODE: BSB60720

# ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager.

Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager.

Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

## COURSE INFORMATION

DURATION	MODE OF DELIVERY	CONTACT HOURS
78 weeks	Face to face + Online	20 hours / week

## ENTRY REQUIREMENT

- Entry to this qualification is limited to those who have completed the following units (or equivalent competencies):
    - BSB50820 Diploma of Project Management; or
    - BSB51415 Diploma of Project Management.
  - Equivalent competencies are predecessors to these units, which have been mapped as equivalent.
- or
- Have two years equivalent full-time relevant work experience
  - Be 18 years or older; and
  - International Students are also required to have an English ability at the IELTS 5.5 or equivalent.

## POTENTIAL CAREER OUTCOMES

Job roles and titles may vary across different industry sectors. Upon successful completion of BSB60720, a person could seek employment opportunities in various business and commercial enterprises as:

- ✓ Project Director
- ✓ Project Manager
- ✓ Project Management Section Leader

## QUALIFICATION STRUCTURE

BSBPMG630	Enable program execution
BSBPMG634	Facilitate stakeholder engagement
BSBPMG635	Implement program governance
BSBPMG636	Manage benefits
BSBSTR601	Manage innovation and continuous improvement
BSBFIN601	Manage organisational finances
BSBLDR601	Lead and manage organisational change
BSBPMG631	Manage program delivery
BSBPMG632	Manage program risk
BSBPMG633	Provide leadership for the program
BSBPMG637	Engage in collaborative alliances
ICTICT612	Develop contracts and manage contract performance

## PATHWAYS FROM THE QUALIFICATION

Further training pathways from this qualification may lead to a relevant higher education based qualifications.

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JOIN  
BBI

### Flexible study options

33% of the courses are delivered online that gives you flexibility at your suitable time



### Multi pathway entry

Successful completion will entry into higher education of hospitality courses.



### Student support

Students are satisfied with the support they received at their institution, whether enrolment systems, learning advice, careers advisors and health services were available and helpful.



### Teaching quality

All the students are satisfied with the teaching they have received



### Campus futures

Modern and up-to-date new campus with mutipal facilities which located in Sydney CBD, closed to transports, mall and restaurants.



### Learner engagement

Students are satisfied with their engagement with learning at their institution and whether they had a sense of belonging at their institution.

## ORIENTATION AND ENROLMENT

Orientation is usually held on the Thursday prior to the course commences dates and starts at 9.00 am. It is compulsory for all new newly arriving international students. At orientation, students will get to meet our friendly staff, have a tour of the campus, receive their timetable, their student ID card and have a chance to ask any questions about the course and living in Australia. Students will be provided with the information they need to know about BBI and links to all the forms they will need whilst studying with us.



## STUDENT SUPPORT

To assist you while studying at BBI, we have student welfare officers who provide on-going support services to students. The student welfare officers are friendly and they can give personal advice and assistance to students in many areas including academic advice, student visas, health insurance, welfare, social activities and effective study methods. They are also the initial point of contact for all students.





## START YOUR STUDY JOURNEY WITH US

### STEP 1: CHOOSE A COURSE

Check out our course outline and entry requirements at [www.berkeley.edu.au](http://www.berkeley.edu.au)

### STEP 2: COMPLETE ENROLLMENT FORM






Download and complete the Enrolment form. Read the terms & conditions and Student Handbook, these available from our website.

Enrolment Form 

Student Handbook 

### STEP 3: STEP 3: PROVIDE RELEVANT DOCUMENTS

Attach all relevant documents. For example

-  Certified copies of passport
-  Education qualifications
-  English qualifications
-  Working experience (if relevant)
-  RPL application (if relevant)

### STEP 4: SUBMIT YOUR APPLICATION

Return your application form and the necessary documents to :  
Berkeley Business Institute  
Suite 2, Level 1 , 338 Pitt St. Sydney NSW 2000 AUSTRALIA  
OR email to : [info@berkeley.edu.au](mailto:info@berkeley.edu.au)

### STEP 5: RECEIVE AN OFFER LETTER

Upon receipt of your Enrolment Form and supporting documents, an interview will be conducted by a member of the Institute's Admission Team or a delegate to assess on your suitability to the course that you have applied for.

If your application is successful you will receive a letter of offer for you nominated course along with a written agreement. When we receive your signed student agreement and fees, we will send you an electronic Confirmation of Enrolment(eCoE). This eCoE is used to apply for your student visa. Once the visa is granted, you are ready to go!

## YOUR SAFETY IS OUR FIRST PRIORITY

Our campus is registered as a COVID safe business. Our students' and staff safety is our highest priority. In light of the COVID 19 pandemic, Berkeley Business Institute provides the opportunity for you to attend support classes by attending campus while maintaining social distancing or by joining the live online lectures remotely via video conferencing. Our friendly staff are also here to support !

#### Mode of course delivery:

During the COVID-19 pandemic all of our courses will be delivered 100% online to reduce the spread of the virus and safeguard the welfare of our students, staff and the community.

#### Timetable:

The Online Class timetable may differ from the actual(face-to-face) class timetable. The nature of student support and engagement may also vary during this online delivery period.

Please contact the college if you have any enquiries regarding the mode of delivery and the timetable



**Make Quality Education**

**Fair and Accessible**

## CONTACT WITH US

 SUITE 2, LEVEL 1, 338 PITT ST. SYDNEY NSW 2000

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