

# BSB51415 Diploma of project management

**Skill Set: Project fundamentals**



**Program Overview**

 **unepartnerships**

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## Contents

Overview .....	4
Welcome .....	4
Contact points .....	4
Project fundamentals skill set .....	5
Aim of the program.....	5
Structure of the program .....	5
Accreditation and recognition.....	6
Study workload.....	6
Third party arrangements.....	6

## Overview

### Welcome

Welcome to *Project fundamentals*, a skill set from the BSB51415 Diploma of project management. This is a nationally recognised and accredited program presented by UNE Partnerships Pty Ltd, the Education and Training Company of the University of New England.

We are very pleased that you have selected UNE Partnerships as your training provider and are committed to working with you to achieve your study goals. This skill set presents the skills and knowledge to lead change within your organisation.

### Contact points

As experienced distance education providers, we understand how important communication is. We have used our online site to take advantage of current technology and make sure that information and contact points are up to date and go to the right people, while also giving you the opportunity to use the forms of contact that suit you.

### Administration

If you have any questions of an administrative nature, please contact the student support team via the online site, or alternatively through:

Telephone: 02 6773 0000  
Email: [project@unep.edu.au](mailto:project@unep.edu.au)  
Mail: UNE Partnerships Pty Ltd  
PO Box U199  
University of New England NSW 2351

### Learning and Assessment

If you would like to discuss program content or assessment requirements, please contact your allocated assessor. You can message them on the online site.

### Customer protection officer

The customer protection officer is responsible for handling any complaints, grievances and appeals to ensure compliance with consumer protection legislation and contractual obligations. The Director of Education is the designated customer protection officer. Contact details are below.

Meg Michell Director of Education  
Telephone: 02 6773 0000  
Email: [meg.michell@unep.edu.au](mailto:meg.michell@unep.edu.au)

# Project fundamentals skill set

## Aim of the program

This skill set aims to develop your project management skills so that you can effectively plan for and deliver business change and improvement projects.

## Learning outcomes

On completion of the program you should be able to:

- Determine and manage project scope to obtain project authorization
- Develop a scope management plan and manage the application of project scope controls.
- Manage time during projects to identify and implement the project schedule, and assess time management outcomes.
- Identify, analyse and refine project costs to produce a budget, and to use this budget as the principal mechanism to control project cost.

## Structure of the program

The BSB51415 Diploma of project management requires students to complete a total of twelve (12) units of competency. The skill set in which you have 'part' enrolled includes three (3) of the required units.

The course employs an online delivery mode, with access to all learning and assessment materials provided electronically. Units of competency are achieved as assessment tasks are successfully completed.

An outline of the structure for delivery and assessment is provided below. Details of the units of competency in which you are enrolled are also available online, at [Training.gov.au](http://Training.gov.au) or by clicking the links in the table below.

Before you begin, read the **Introductory reading – Managing projects** located under the Introduction section of the Manage project scope course.

Table 1: Overview

Course name	Assessment Tasks	Unit/s of competency
Manage project scope	Task1: Conduct project authorisation activities Task 2: Define project scope Task 3: Manage project-scope control process Task 4: Interview	<a href="#">BSBPMG511 Manage project scope</a>
Manage project time	Task 1: Determine project schedule Task 2: Implement project schedule	<a href="#">BSBPMG512 Manage project time</a>

Course name	Assessment Tasks	Unit/s of competency
	Task 3: Assess time management outcomes	
Manage project cost	Task 1: Determine project costs Task 2: Monitor and control project costs Task 3: Complete cost-management process	<a href="#">BSBPMG514 Manage project cost</a>

Full details for the assessment tasks and information on how to submit your work for grading is provided in the Assessment section of each Course online. Suggestions for managing your study and assessment tasks is also available in the additional support document '[Studying with UNE Partnerships](#)'. It is recommended you access and read that resource in addition to this Program Overview.

Should you be unsure of what is required of you, contact your student support team.

## Accreditation and recognition

The competencies gained through successful completion of this course are cross-industry and nationally recognised. You will receive a Statement of Attainment for all units of competency successfully completed at the end of the study period. You can claim credit for these units upon enrolment in the Diploma of project management and other AQF qualifications in accordance with relevant qualification packaging rules and recognition requirements.

Furthermore, depending on circumstances related to the type and degree of credit sought, the *[Qual code]* receives advanced standing into awards at the University of New England (UNE), subject to eligibility. Graduates with 6 years' work experience can apply for entry into the UNE Graduate Certificate of Management and claim 6 credit points (1 unit) of Advanced Standing upon enrolment.

## Study workload

The nominal duration of your enrolment in the *Project fundamentals* skillset is 6 months. The time it takes you to achieve the competencies required will depend on the amount of relevant learning and experience you have. Students with a moderate level of relevant learning and experience should be able to complete the course requirements in about 6 to 8 hours a week of self-directed workplace and individual study over the study period.

If you fall behind in your schedule, you should contact UNE Partnerships to discuss your progress. An extension to the study period may be available, however additional fees may apply.

## Third party arrangements

UNE Partnerships has not entered into any subcontracting arrangements for the delivery of training and assessment in this qualification.