

## Advanced Diploma of Project Management BSB60707

### Career-relevant, Accredited and Industry Endorsed

Because QTC vocational courses are developed in consultation with relevant industry and community groups, you can rest assured that your qualification is highly valued by industry employers, education and training providers and the wider community.

This Project Management Advanced Diploma has been developed under the Australian Qualifications Framework, so it's government-accredited, as well as nationally recognised and endorsed by the Australian Institute of Project Management (AIPM).

Once you've completed this QTC Advanced Diploma course, you may choose to further your studies with a postgraduate degree course at either Edith Cowan University (ECU) or Curtin University. You will receive the possibility of recognition towards advanced standing for your QTC Advanced Diploma.

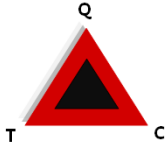
To obtain your Advanced Diploma, you need to provide evidence of your competency to manage programs and multiple projects and manage project managers.

From our experience, you will find it relatively easy to provide evidence of the Advanced Diploma competencies if you meet the following criteria:

- supervise others who develop project management plans;
- delegate responsibility for the achievement of project objectives to others;
- receive reports from several project managers; and
- monitor and review a number of projects against business or corporate objectives.

### Prerequisites for Advanced Diploma

Participants need to be currently working in a senior project environment – or be able to access a work-based program involving a range of projects at the program manager level.



So that the Program Coordinator can gain a better understanding of your current work role, work experience and previous learning related to program management, you will need to provide your current resume with summary details of:

- Your program management experience
- Any other workplace experience relevant to the units of competency; for example, planning, preparing budgets, directing risk, managing project managers etc
- Any certificates/qualifications relating to other project management courses attended
- Any certificates/qualifications relating to any other courses relevant to the project director units of competency; for example, planning, preparing budgets, directing risk, managing people etc

## Learning and support strategy

You will be strongly supported in your learning. You can contact us at any time by phone or email.

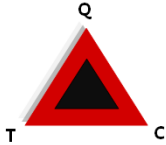
## Competencies

The competency standards against which the Advanced Diploma of Project Management is assessed:

- Direct the integration of projects BSPMG601A
- Direct the scope of a project program BSPMG602A
- Direct time management of a project program BSPMG603A
- Direct cost management of a projects program BSPMG604A
- Direct quality management of a projects program BSPMG605A
- Direct human resources management of a project program BSPMG606A
- Direct communications management of a project program BSPMG607A
- Direct risk management of a project program BSPMG608A
- Direct procurement and contracting for a project program BSPMG609A

## Assessment

Using a mix of on-the-job assignments, tests of understanding and the recognition of current skills and knowledge, the process followed helps participants to immediately apply their competence in the workplace.



## Completion

To successfully achieve the Advanced Diploma of Project Management BSB60707, participants' must:

- Attend a three day Advanced Diploma of Project Management workshop. This workshop introduces and finalises the formal learning and supports participants in the development of a workplace portfolio for their assessment
- Complete a portfolio of work-based evidence against assessment elements in the Assessment Record Book (with mentoring support available from the QTC team)
- Complete the assessment within six months of the completion of the workshop

*A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>*

## Assessment

You should read and make sure you understand the unit descriptor as you commence each unit. To achieve your qualification you must gather and provide appropriate evidence to demonstrate that you are competent against each unit.

Being competent means:

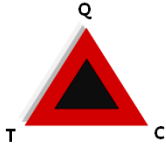
- You can perform a task/job/activity to the industry standard
- You can do it in a consistent way, over time
- You have sufficient knowledge to enable you to perform it in a range of situations
- The level of your performance is consistent with the requirements of the level of the qualification

## What you need to do

Read each question in the assessment record book you have to answer carefully. Restate each question so it is clear which question you are attempting. Short sentences or the use of dot points is quite acceptable. Please ensure your writing style is clear and concise.

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Project Management

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## Submission of your work

All documentation must be presented to the standard expected in a workplace. All work should be submitted within agreed timeframes. Remember, meeting deadlines is an important facet of program management.

It is a requirement that the work you submit for assessment is your own. You may seek help from your peers should you be required to as part of the consultation process for your program. You may also ask your peers for assistance if you are experiencing difficulties. However, once the problem has been resolved you must produce the assessment work by yourself.

Following receipt of your work, your assessor may schedule a telephone interview (approximately 30 minutes) to provide you with feedback, review sample processes you used throughout your program and ask you questions. The questions will vary depending on the nature of your program and your program documentation.

Your portfolio will be securely stored, kept strictly confidential and is only available to your assessor.

When you have satisfactorily completed all Activities, we will issue your qualification.

## Not demonstrating all of the required competencies?

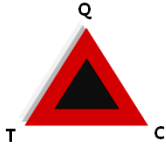
We realise that all programs are different and some will not cover all of the program management knowledge areas. It is possible that your assessor will ask for additional documentation. If necessary, you may provide documents from more than one program. There are four principles of assessment that must be applied by QTC in establishing competency. These principles are:

- *Validity*: your evidence must clearly and directly relate to the evidence requirements for each unit of competency.
- *Reliability*: other assessors would make the same judgement about your competency.
- *Flexibility*: assessment should reflect your needs and occur at a mutually convenient time and situation.
- *Fairness*: the assessor will objectively consider your needs and learning characteristics and any reasonable adjustments that should be applied.

Opportunity exists for you to negotiate your assessment and provision for reassessment is provided.

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## The rules of evidence in competency-based assessment

The evidence you submit for assessment must meet the following rules:

- *Valid:* your evidence must clearly and directly relate to the evidence requirements for each unit of competency. Check the overview of evidence and the specific evidence requirements contained within the unit descriptor.
- *Sufficient:* there must be enough evidence to enable us to make a decision in relation to your competency. Try to present enough evidence, not too much/not too little, across the units of competency.
- *Current:* the evidence must be indicative of your current competence. Evidence from the previous two years is preferable.
- *Authentic:* your evidence must be your own and not another person's work. We will need to confirm that the evidence you provide is actually your own work.