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ACADEMY

✉ info@collinsacademy.edu.au

📍 Level 5, 259-263 Collins Street,
Melbourne VIC 3000, Australia

☎ 03 7068 0005



**CREATE
YOUR OWN
DREAM**

RTO: 45270
CRICOS: 03645E
ABN: 64 613880498

Project Management

BSB40920 Certificate IV in Project Management Practice
BSB50820 Diploma of Project Management

Business and Management

BSB50420 Diploma of Leadership and Management
BSB60420 Advanced Diploma of Leadership and Management
BSB80120 Graduate Diploma of Management (Learning)

BSB40920 Certificate IV in Project Management Practice

Cricos Code: 112498D Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



Course Description

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. Primarily, these roles would support wider project operations.

Qualifications Pathway

Students who complete this course may wish to continue their education into a range of Certificate IV qualifications


 **BSB50820 Diploma of Project Management**


 **BSB50420 Diploma of Leadership and Management**

Entry Requirements

 Learners must be a minimum age of 18 years or above at the time of course commencement.

 To enter this qualification, applicants should have successfully completed an Australian Year 11 (or an international secondary school year which is equivalent to Australian Year 11) with satisfactory results.

 For international students:
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date. Note: Refer to our website for more information on English requirements.

 Additionally, all applicants are required to:
Complete Pre-Training Review
Some students may be required to complete an LLN assessment

 Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



Units of competency

CORE UNITS

Unit Code

BSBPMG420
BSBPMG421
BSBPMG422

Unit Title

Apply project scope management techniques
Apply project time management techniques
Apply project quality management techniques

ELECTIVE UNITS

Unit Code

BSBPMG423
BSBPMG424
BSBPMG425

BSBPMG426
BSBLDR413
BSBPMG428

Unit Title

Apply project cost management techniques
Apply project human resources management approaches
Apply project information management and communications techniques
Apply project risk management techniques
Lead effective workplace relationships
Apply project life cycle management processes



BSB50820 Diploma of Project Management

Cricos Code: 112497E Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly  Duration: 52 weeks inclusive of term break and public holiday




Course Description

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 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.

Qualifications Pathway


Students who complete this course may wish to continue their education into a range of Advanced Diploma qualifications, such as :


-  **BSB60420 Advanced Diploma of Leadership and Management**
-  **Advanced Diploma of Project Management**

Entry Requirements

 Learners must be a minimum age of 18 years or above at the time of course commencement.

 To enter this qualification, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results.

 For international students:
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date. Note: Refer to our website for more information on English requirements.

 Additionally, all applicants are required to:
Complete Pre-Training Review
Some students may be required to complete an LLN assessment

 Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



Units of competency

CORE UNITS

Unit Code

BSBPMG530
BSBPMG531
BSBPMG532
BSBPMG533
BSBPMG534
BSBPMG535
BSBPMG536
BSBPMG540

Unit Title

Manage project scope
Manage project time
Manage project quality
Manage project cost
Manage project human resources
Manage project information and communication
Manage project risk
Manage project integration

ELECTIVE UNITS

Unit Code

BSBSTR502
BSBCMM511
BSBTWK502
BSBPEF501

Unit Title

Facilitate continuous improvement
Communicate with influence
Manage team effectiveness
Manage personal and professional development



BSB50420 Diploma of Leadership and Management

CrICOS Code: 105247D Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



Course Description

The BSB50420 Diploma of Leadership and Management empowers emerging leaders across a range of industries with the knowledge and practical skills to help grow their organisations strategically.

Students at this level are growing their initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support their teams to hit the major strategic targets of their organisation.

Qualifications Pathway

After successfully completing BSB50420 Diploma of Leadership and Management, students may apply for:


 **BSB60420 Advanced Diploma of Leadership and Management**


 **Bachelor of Business**

Entry Requirements

 Learners must be a minimum age of 18 years or above at the time of course commencement.

 To enter this qualification, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results.

 For international students:
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date. Note: Refer to our website for more information on English requirements.

 Additionally, all applicants are required to:
Complete Pre-Training Review
Some students may be required to complete an LLN assessment

 Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



Units of competency

CORE UNITS

Unit Code

BSBCMM511
BSBCRT511
BSBLDR523
BSBOPS502
BSBPEF502
BSBTWK502

Unit Title

Communicate with influence
Develop critical thinking in others
Lead and manage effective workplace relationships
Manage business operational plans
Develop and use emotional intelligence
Manage team effectiveness

ELECTIVE UNITS

Unit Code

BSBFIN501
BSBLDR522
BSBOPS504
BSBSTR502
BSBTWK503
BSBWHS521

Unit Title

Manage budgets and financial plans
Manage people performance
Manage business risk
Facilitate continuous improvement
Manage meetings
Ensure a safe workplace for a work area



BSB60420 Advanced Diploma of Leadership and Management

CrICOS Code: 105248C Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly  Duration: 52 weeks inclusive of term break and public holiday



Course Description

The BSB60420 Advanced Diploma of Leadership and Management exposes leaders and managers to a wide range of innovative practices in modern organisations. Apply insights across a broad spectrum of enterprise and industry.

Students develop the initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes.

Qualifications Pathway

After successfully completing BSB60420 – Advanced Diploma of Leadership and Management, students may apply for:

 **BSB80120 Graduate Diploma of Management (Learning)**


 **Bachelor of Management**


 **Bachelor of Business**

Entry Requirements

 Learners must be a minimum age of 18 years or above at the time of course commencement.

 To enter this qualification, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results.

 For international students:
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date. Note: Refer to our website for more information on English requirements.

 Additionally, all applicants are required to:
Complete Pre-Training Review
Some students may be required to complete an LLN assessment

 Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



Units of competency

CORE UNITS

Unit Code

BSBCRT611
BSBLDR601
BSBLDR602
BSBOPS601
BSBSTR601

Unit Title

Apply critical thinking for complex problem solving
Lead and manage organisational change
Provide leadership across the organisation
Develop and implement business plans
Manage innovation and continuous improvement

ELECTIVE UNITS

Unit Code

BSBHRM614
BSBPEF501
BSBPMG633
BSBSTR602
BSBSUS601

Unit Title

Contribute to strategic workforce planning
Manage personal and professional development
Provide leadership for the program
Develop organisational strategies
Lead corporate social responsibility



BSB80120 Graduate Diploma of Management (Learning)

Cricos Code: 105249B Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly  Duration: 52 weeks inclusive of term break and public holiday



Course Description

The BSB80120 – Graduate Diploma of Management (Learning) equips graduates with specialised knowledge and skills in the field of organisational learning and capability development.

Throughout the course, students integrate various sources of data with their own professional experience to generate and evaluate complex ideas.

Qualifications Pathway

After successfully completing BSB80120 Graduate Diploma of Management (Learning), students may apply for:

 **Master of Accounting**

 **Master of Business (HRM)**

 **Master of Business (Marketing)**

 **Master of Economic**

 **Master of Finance**

Entry Requirements



Learners must be a minimum age of 18 years or above at the time of course commencement.



To enter this qualification, applicants should have successfully completed an Australian diploma level qualification or equivalent or higher with satisfactory results.



For international students:

Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date. Note: Refer to our website for more information on English requirements.



Additionally, all applicants are required to:

Complete Pre-Training Review

Some students may be required to complete an LLN assessment



Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



Units of competency

CORE UNITS

Unit Code

BSBCMM511
BSBCRT511
BSBLDR523
BSBOPS502
BSBPEF502
BSBTWK502

Unit Title

Communicate with influence
Develop critical thinking in others
Lead and manage effective workplace relationships
Manage business operational plans
Develop and use emotional intelligence
Manage team effectiveness

ELECTIVE UNITS

Unit Code

BSBFIN501
BSBLDR522
BSBOPS504
BSBSTR502
BSBTWK503
BSBWHS521

Unit Title

Manage budgets and financial plans
Manage people performance
Manage business risk
Facilitate continuous improvement
Manage meetings
Ensure a safe workplace for a work area

