



COURSE BROCHURE
BSB50820
**DIPLOMA OF
PROGRAM
MANAGEMENT**

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ABOUT THIS BROCHURE

This brochure provides all the information you need to know about enrolling in the BSB50820 Diploma of Project Management.

COURSE DETAILS

PROVIDER NAME	Neh International College
RTO CODE	41355
CRICOS CODE	04088K
CRICOS COURSE CODE	BSB50820
LOCATION OF COURSE	Adelaide campus: Level 1, 90 King William St, Adelaide SA 5000
DELIVERY MODE	This program is delivered in the classroom.
DURATION	52 weeks, including 44 study weeks and 8 weeks of holidays.
STUDY LOAD	20 hours per week.



NATIONALLY RECOGNISED
TRAINING

OVERVIEW OF COURSE

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across several 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.



WHO SHOULD APPLY FOR THIS COURSE AND WHY?

This course is targeted at international students who are:

- Seeking to pursue a career in program management
- Seeking to enter a new industry sector
- Seeking a pathway to higher-level qualifications

Completing this course may provide you with employment or learning opportunities. Potential employment options are in program management roles in a range of industry areas. Further education pathways are in higher education qualifications in program management.

WHAT CAN I EXPECT?

The following units are included in this course, and all are required for the award of the qualification. If you successfully complete some but not all units, you will be awarded with a Statement of Attainment.

CODE	TITLE	CORE OR ELECTIVE
BSBPMG530	Manage project scope	Core
BSBPMG531	Manage project time	Core
BSBPMG532	Manage project quality	Core
BSBPMG533	Manage project cost	Core
BSBPMG534	Manage project human resources	Core
BSBPMG535	Manage project information and communication	Core
BSBPMG536	Manage project risk	Core
BSBPMG540	Manage project integration	Core
BSBTWK503	Manage meetings	Elective
BSBOPS505	Manage organisational customer service	Elective
BSBPEF501	Manage personal and professional development	Elective
BSBSTR502	Facilitate continuous improvement	Elective

TRAINING AND ASSESSMENT INFORMATION

This course is delivered through face-to-face training and assessment.

The timetable for this course will be advised in your Offer Letter and Student Agreement. You are required to attend classes for 20 hours per week for 44 study weeks (4 terms of 11 weeks each). Holiday breaks are 8 weeks in total and the timing of these breaks will be advised in your timetable when you start your course.

Face to face sessions include a mix of theory and practical activities with a focus on creating a real-life workplace.

In addition to face-to-face training and assessment, you will also need to complete approximately 5 hours of additional, unsupervised study per week including general reading and research for assessments.

You will also need to complete assessments for this course which may include:

- **Written Questions**
- **Projects**
- **Presentations**
- **Reports**
- **Role Plays/observations**

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms, and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course.

COURSE PROGRESS AND ATTENDANCE

Satisfactory course progress and attendance is very important to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

STUDENT SUPPORT

NEH International College provides a variety of learning and welfare support to ensure a supported and successful learning environment for all students. Students who have either self-identified as requiring support or who are identified as requiring support through the Pre-Training Review process will have an individual learning plan prepared for them.

LLN Robot provides guidance and support to both the learner and the trainer:

- Learner- Self-paced learning supplements to help bridge the gap and familiarise learners with basic LLN concepts, based on their specific spiky profile results.
- Trainer- Detailed training plans for each learner containing recommendations and approaches to use during training to support the development of LLN skills, in the context of the course.

General support available for students at NEH International College includes, but is not limited to:

- a) language, literacy and numeracy (LLN) support
- b) equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity
- c) mediation services or referrals to these services
- d) intervention and learning support strategies
- e) complaints and appeals processes
- f) referrals to counselling services or other external support as needed
- g) information and communications technology (ICT) support
- h) making learning materials available in alternative formats, for example, in large print
- i) any other services that NEH International College considers necessary to support learners to achieve competency.

COURSE PROGRESS AND ATTENDANCE

Students can also be supported outside of face-to-face sessions through e-mail and telephone contact with their trainer or student support officers. Students are provided with their trainer and student support officer's contact details at their orientation. Students are encouraged to contact their trainer or student support officers at any time and trainers and student support officers will liaise with students regarding their progress and provide advice as required, including any relevant course content and concepts, due dates of assessments, learning opportunities, assessment requirements, feedback on assessments and any issues the student is experiencing related to training and assessment.

Support arrangements are detailed in relevant policies and procedures and further information is available in the student handbook.

PHYSICAL RESOURCES

The following physical resources are available at NEH International College's International Campus.

- Laptops available on request
- Fitted classroom with tablet chairs for students
- Internet (Wi-Fi) connection
- Printer and photocopier
- Student breakout area
- Access to a common kitchenette
- Overhead projectors connected with trainer's computer
- Whiteboard, flipcharts
- Student Management System
- Two admin rooms; equipped with admin computers work desks and stationery
- Reception area and admin computer with basic office stationery
- Sample case studies, plans and other relevant reference documents related to unit/lesson topics

The campus premises will also provide access to a range of business policies and procedures, workplace documentation and resources applicable to this course. The simulated environment is based on the daily operations, simulated case studies or situations. Students will use the premises of NEH International College as a form of the simulated environment or provide reports on workplace situations.

COURSE CREDIT

You can apply for recognition of existing qualifications or skills, knowledge, and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at <https://nic.edu.au/>. If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.
Info@nic.edu.au



WHAT ARE THE ENTRY REQUIREMENTS?

There are no formal prerequisites required for entry in the Diploma of Project Management.

However, students entering this course at NEH International College must meet the following entry requirements:

<p>English Language Requirements</p>	<p>Minimum IELTS score of 5.5 or equivalent*. For equivalency of various English Languages proficiency testing, and other forms of equivalency please refer to the Student handbook OR A minimum of two (2) years of study at an AQF Level 4 or higher completed in Australia</p>
<p>Academic Requirement</p>	<p>Satisfactory completion of Australian Year 12 or equivalent (for International Students–satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications)</p>
<p>Age Requirement</p>	<p>Students must be a minimum age of 18 years or above at the time of course commencement.</p>
<p>Pre-Training Review</p>	<p>All learners will undertake an initial skills assessment to determine suitability for the course and student needs. The review aims to identify their training needs through questions on previous education or training, the relevance of the course and relevant experience. Determination of course suitability and additional support (if any) will be made by a qualified assessor.</p>
<p>Language Literacy and Numeracy (LLN)</p>	<p>All students will be required to complete an LLN assessment prior to the commencement of the course. NEH International College uses the LLN robot platform for the assessment.</p> <p>All reports, training supplements and recommendations are generated by the LLN Robot system after comparing the learner’s ACSF spiky profile to the profile of this course.</p>
<p>Hardware/Software requirements</p>	<p>For students to work on assessments, tasks and self-study all learners are expected to have access to a laptop or computer with Windows operating system and office application like Microsoft word at their own cost. Where needed, NEH International College will provide access to computers/laptops, through an MoU setup with an external IT company.</p>

HOW MUCH DOES IT COST?

The costs for this course are as follows:

COURSE FEES

Tuition fees: \$10,000 AUD
Enrolment fee: \$250 AUD
Material fee: \$500 AUD

NON-TUITION FEES

May apply and can be found in our International Student Handbook on our website at <https://nic.edu.au/>.

Course fees do not include laptops or software – see information above.

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. Neh International College provides details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

HOW CAN I APPLY?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including proof of:

Satisfactory completion of Australian Year 12 or equivalent (for International Students–satisfactory completion of studies in applicant’s home country equivalent to an Australian Year 12 qualification is required for entry into all qualifications)

English language proficiency as specified in the entry requirements.

WHERE TO FROM HERE?

The costs for this course are as follows:

If your application is successful, we will send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with Neh International College's International Student Handbook. This can be found online at <https://nic.edu.au/>.

