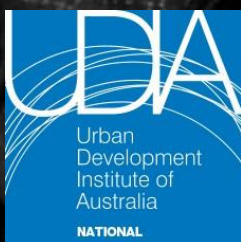


**BSB51415 Diploma
of Project
Management**

Urban Development Institute of Australia INFORMATION PACK

SWINBURNE PROFESSIONAL



Think Deeper.
Look Further.
Work Smarter.

Welcome

Welcome to Swinburne University of Technology

Swinburne was established in 1908 to provide opportunity through education. Today we are leaders in science, technology, innovation, business and design. We are an innovative and inclusive university providing high-quality, career-oriented education and strong engagement with industry and the community. These links complement innovative research centers and beneficial international partnerships.

Our aim is to provide you with opportunities that will make a difference to your future. We help our students to achieve their learning goals, their job readiness and their career prospects. We employ only highly qualified and credentialed staff, with relevant knowledge and experience in the fields they teach. Swinburne was ranked in the top 400 research-intensive universities in the world (top 3 in Melbourne) by the Academic Ranking of World Universities 2015.

About Swinburne Professional

At Swinburne, we believe that to build a successful future, you need the combination of broad impartial knowledge paired with practical learning. Our purpose is to provide practical, relevant and contemporary professional development programs specialising in leadership and management, coaching and business skills.

We apply the best of Swinburne's academic knowledge to deliver learning and development programs that build capability and deliver results. Our programs are as dynamic and diverse as the challenges faced by leaders and managers in today's business landscape.

Employers need people who can communicate effectively, work with new technologies, solve problems, develop new ideas and be able to adapt to new and ever-changing conditions in the workplace of the future.

Our experienced team of trainers and assessors have current industry experience. We work closely with industry to ensure that our delivery and assessment meets industry requirements.

We are very proud of our reputation for assisting those in the workforce to enhance and build upon their existing skills and knowledge. To be successful in the workforce and to keep up with current trends that industry demands, we recognise and encourage our graduates to be lifelong learners.



Diploma of Project Management (BSB51415)

In the Diploma of Project Management (BSB51915) students learn how to lead, plan and execute projects to strict deadlines and budgets with a practical, hands-on approach to learning. Emphasis is placed on solving business problems using theory, project management case studies and work-related projects.

Key areas of focus include project scope, time management, communications, costing, quality and human resources.

The course is recommended for anyone aspiring to a project management position or for current project management specialists seeking to formalise their skills. This diploma is highly suitable for those qualified in other disciplines who would like to further enhance their skills by obtaining specialist project management skills and knowledge.

Successful completion of this course may lead to roles in project coordination or project management, or enhance the promotional prospects for those already in project management and aspiring to a senior project manager position.

Students who have completed the UDIA program have the opportunity to obtain the Diploma of Project Management qualification via a Recognition of Prior Learning (RPL) process.

Think deeper.

Look further.

Work smarter.



Course Structure

The qualification requires the successful completion of 12 units: 8 Core units plus 4 elective units. *Participants will need to select 4 elective units out of the 5 listed below.*

Unit Code	Unit Title	Unit Type C = Core E = Elective	Nominal Hours
Core Units			
BSBPMG511	Manage project scope	C	40
BSBPMG512	Manage project time	C	40
BSBPMG513	Manage project quality	C	40
BSBPMG514	Manage project cost	C	40
BSBPMG515	Manage project human resources	C	40
BSBPMG516	Manage project information and communication	C	40
BSBPMG517	Manage project risk	C	40
BSBPMG521	Manage project integration	C	60
Elective Units			
BSBLDR513	Communicate with Influence	E	60
BSBADM502	Manage Meetings	E	60
BSBPMG519	Manage project stakeholder engagement	E	40
BSBPMG518	Manage project procurement	E	40

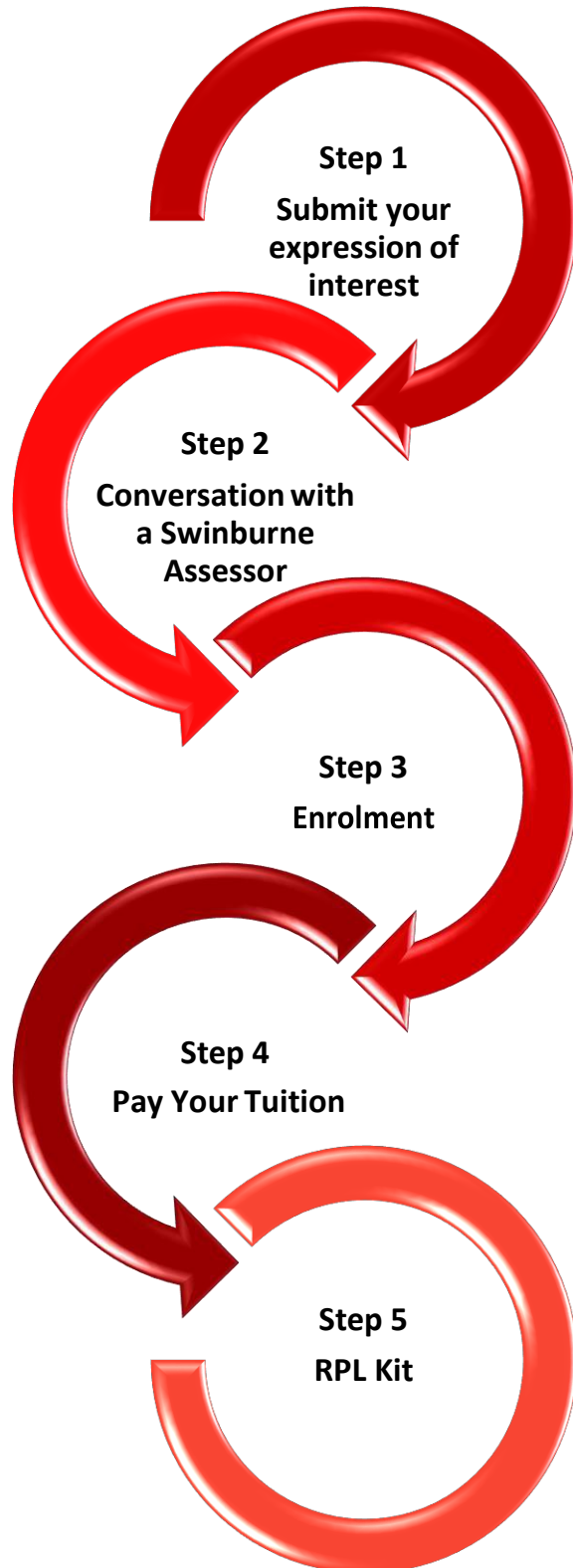
Fees and Payment

Once your enrolment has been completed, you will be required to pay your fees (\$2,350 per participant). Our Swinburne project Manager will walk you through the process and answer any questions you have around payment.



The Learning Journey

As a UDIA professional or alumni who has completed the 6 day UDIA Property Development Program you will be eligible to apply for Recognition of Prior Learning (RPL).



- Submit your expression of interest via email to UDIAenrol@swin.edu.au

- Your dedicated project manager will contact you to arrange a one on one phone call with your Swinburne assessor.

- During this phone call you will discuss the qualification, RPL process and the requirements associated with compiling your Portfolio of Evidence and the best way to approach this.

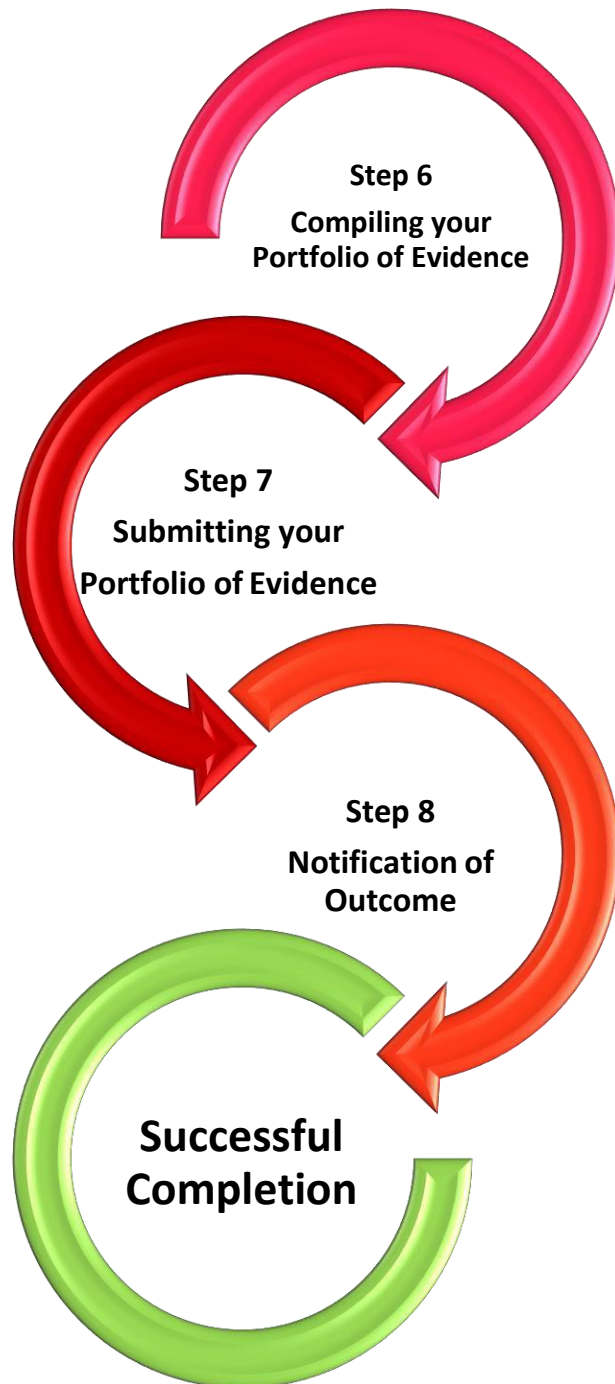
- If you wish to proceed with the Recognition of Prior Learning process, return your RPL Application Form to UDIAenrol@swin.edu.au

- Your Swinburne Project Manager will liaise with you directly to manage your enrolment and the invoicing requirements for your tuition fees.

- Once enrolled, pay your tuition fees in order to commence your RPL.

- Swinburne will send you (via email) the UDIA RPL Kit. This kit includes; suggested timelines, key contacts, a process chart and the RPL Portfolio of evidence template.

- You will be required to populate the template with evidence/information specific to your professional practice.



- You will be required to populate the template with evidence/information specific to your professional practice.

- Once you have compiled your Portfolio of Evidence submit your documents via email to UDIAenrol@swin.edu.au.

- Once our assessor has reviewed your portfolio of evidence you will be notified of the outcome via email.

- If our assessor has identified any knowledge or skill gaps within your Portfolio of Evidence they will contact you directly to discuss how to best approach the identified skill gap. This may include up-skilling, training or additional evidence that may support your Portfolio of Evidence.

- Upon successful completion of the Diploma of Project Management (BSB51415) you will receive your award and academic transcript via post.

Recognition of Prior Learning

What is Recognition of Prior Learning?

Recognition of Prior Learning (RPL) involves the assessment of previously unrecognised skills and knowledge that an individual has achieved through formal or informal learning.

Formal learning includes:

- Previous qualifications
- Employer based training

Informal Learning includes:

- Work place learning
- Volunteer work
- Skills developed through everyday life

To apply for RPL you must be able to provide evidence of your skills and knowledge in the relevant field. To assist you with compiling the required evidence, you will be provided with a customised RPL Kit, which includes a Portfolio of Evidence template.

RPL Kit

What is the UDIA RPL Kit?

The UDIA RPL Kit is your customised tool to assist you in compiling your Portfolio of Evidence. It includes suggested timelines, process chart & the Portfolio of Evidence (POE) template.

What is the Portfolio of Evidence template?

The POE template has been developed to assist you in providing the appropriate evidence across each unit of competency. It includes:

- Instructions for compiling your POE
- Skills recognition coversheet
- Candidate readiness & statement of original work
- Skills & knowledge questionnaire
- Template to record evidence
- Evidence checklist of supporting documentation required for submission

General Information

Expressions of Interest

If you are interested in undertaking the RPL Option or would like some additional information please email UDIAenrol@swin.edu.au.

Once your expression of interest has been received you will be sent an RPL kit so that you can decide if the RPL process is right for you. Following this, one of our dedicated Project Managers will book in your initial conversation with the Swinburne Assessor.

So that your Assessor can prepare for this discussion you will also be asked to submit your Current CV and any relevant evidence of your previous skills and experiences. You will also need to advise us of your UDIA Property Development Program completion date or expected completion date.

Your Initial Phone Call

During this phone conversation our Swinburne Assessor will provide you with information in relation to the course and RPL process.

The Assessor will provide you with initial feedback/recommendations & support both during this call and throughout the RPL process, to include: support advice & recommendations for you to gather additional evidence for your Portfolio of Evidence.

Formal Application & Fees

To formally apply for RPL you will need to return your Swinburne RPL Application Form & enrolment form to UDIAenrol@swin.edu.au

The fees for this program are \$2,350 per participant. Payment is required upon enrolment. GST is not applicable. Our Assessor will not assess your Portfolio of Evidence until payment had been received.

Following your enrolment you will receive your confirmation of enrolment email which will provide you with the following payment options:

- Online via the Swinburne website
- Online via BPay

Need Support?

Swinburne will provide you with support throughout your RPL journey.

If you have any queries or need support please contact us via email at: UDIAenrol@swin.edu.au

Our dedicated Project Manager and Swinburne Assessor will be available to answer any queries you may have.

Swinburne Support Services

Student Services provides a range of support and services to help you gain as much as possible from your time at Swinburne. Provided by professional and confidential staff, our services support you in achieving your learning objectives. The services are free of charge however; occasional costs may apply at the Health Service. Services available:

- Hearing
- Mobility
- Student Finance
- Housing
- Disability

Language, Literacy & Numeracy

Do you want to improve your results and enjoy your studies?

As an enrolled student, you can gain access to language, literacy, and math's and study skills assistance with qualified people through Learning Links. It includes support for students who want to increase their skills in:

- Essay & report writing
- Oral presentations
- Interpreting assignment questions
- Referencing
- Time management
- Conversation & pronunciation
- Math's
- Exam preparation

Please contact your Swinburne representative for more information



Enrolment Process

As a Swinburne Student you will be enrolled through our Student Management System (SMS) and provided a student reference number (Student ID). The SMS will store a permanent record of your enrolment details. Any changes to your enrolment must be recorded through this system.

Following your initial phone call with your Assessor you will receive an enrolment form. Please ensure you complete **all** fields as we are unable to process incomplete forms.

USI - When completing the interactive enrolment form please make sure to include a Unique Student Identifier (USI). If you do not already have a USI, you are required to apply for your USI through the USI website www.usi.gov.au

Pathways and Guaranteed Entry Scheme

Swinburne's pathway from Vocational Education to Higher Education ensures that you gain the maximum benefit from your previous studies. Whether you are currently studying or have come from another institution, credit transfer pathways are in place to help you enter the right course at the appropriate level. Swinburne's Guaranteed Entry Scheme gives you guaranteed entry to an undergraduate course when you enrol in a Swinburne Diploma or Advanced Diploma. Under this scheme you will receive credit for your Diploma or Advanced Diploma studies, fast tracking you into later stages of an undergraduate degree. <http://www.swinburne.edu.au/study/degrees/pathways/diploma-to-degree/>

Your guaranteed entry is subject only to satisfactory completion of your Vocational Education course and must be taken up within four years of commencing that course.



Assessment Information

Submitting your Portfolio of Evidence

Once you have completed your Portfolio of Evidence submit your documents via email to UDIAenrol@swin.edu.au. The assessor will then review your portfolio and advise if you need to provide any additional evidence.

Due Dates

You will have 10 weeks from the date of enrolment to submit your Portfolio of Evidence.

Extensions & Special Considerations

You must apply in writing to your Project Manager before the due date of your portfolio of evidence in order to be granted an extension. If the assessment is submitted without sufficient time for marking before the unit end date then the assessment may not be able to be marked in time for you to receive a successful result for the unit.

Participants can apply for special consideration if personal circumstances or illness has adversely affected their result in an assessment, or their ability to undertake an assessment. If you wish to seek special consideration, a special consideration form must be completed no later than 3 days after the due date of the assessment and submitted to your Swinburne representative

Assessment & Appeals

If a student is dissatisfied with an assessment outcome they should discuss this informally with the Swinburne representative within 10 working days of receiving the assessment outcome. If they are not satisfied with the outcome of the informal review, they may request a formal resolution by writing to the Swinburne Representative within 5 working days of notification of the outcome of the informal review. If they are dissatisfied with the outcome of the formal resolution, then they can formally appeal the assessment.

Plagiarism

Plagiarism, unauthorised collusion or copying of another's work is against the law. Plagiarism is the action or practice of taking and using as one's own, the thoughts, writing or other work of someone else with the intent to deceive. Plagiarism includes:

The unauthorised use of the whole or part of a computer program written by another person.

The use of the whole or part thereof, of written work or writing exercises including the use of paragraphs or sentences in essays or other assessable work, which are enclosed neither in quotation marks nor properly, acknowledged.

The paraphrasing of another's work without attribution. The use of musical composition, audio, visual, graphic, photographic model, artefact, costume or model without attribution.

swinburne.edu.au/corporate/registrar/plagiarism/

Student Charter

This charter describes what students can reasonably expect from Swinburne in order to enjoy a quality learning experience. It also defines the university's expectations of students, because students contribute to their own learning experience and to that of their fellow students. The statements in this Charter complement, but do not substitute for, the University's regulations, policies and procedures. Rather the Charter provides a summary of expectations that assists students in their understanding of how to maximise their learning experience.

swinburne.edu.au/student/charter/

Privacy & Confidentiality

Participants have access to all records held on them and have the right to request copies of this information. Please direct your requests to UDIAenrol@swin.edu.au. To view Swinburne's confidentiality policy visit the Policy Website policies.swinburne.edu.au



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Results, Graduation & Feedback



Feedback

Courses within the Vocational Education and Training (VET) are competency based to ensure graduates are able to meet the requirements of industry. Whether you are studying a qualification from a Training Package or a Victorian Accredited Course, the result you achieve will indicate whether competency has been achieved against all requirements of the unit. As your course is through RPL you will receive either RPLC or RPLN for each applicable unit:

- **RPLC - Recognition of Prior Learning Granted**
- **RPLN - Recognition of Prior Learning Not Yet Granted**

Testamurs & Academic Transcripts

Upon successful completion of the Diploma of Project Management (BSB51415), Swinburne will complete your application to graduate. Once this is completed, your Testamur & Academic Transcript will be posted to you within 20 days of receiving your RPL result.

Should you require another copy of your academic transcript/ results certificate you can request a copy online through the Student Operations department.

swinburne.edu.au/studentoperations

Complaints and Feedback

Swinburne is committed to providing the best possible educational experience. As part of this commitment, we welcome feedback to assist us to continuously improve the quality of teaching, administrative and support services. Your feedback may take the form of a complaint, compliment or suggestion.

Should you wish to provide us with a complaint, compliment or suggestion we encourage you to submit your feedback by completing the complaint and feedback form.

Once your feedback is submitted you will be notified that your submission has been received. For more details on how your feedback will be processed, please view the Complaints and Feedback Policy and Procedure.

You will be asked to provide feedback on the RPL Process and your experience with Swinburne. Please take the time to provide feedback on your assessor, the RPL process or any course related experiences. It is through these evaluations that Swinburne can continuously improve the quality of the service we provide.

Student Outcome Survey

The NCVET conducts an annual Student Outcomes Survey of participants who have successfully completed vocational training in Australia. Questionnaires are mailed each year to a randomly selected sample of people who have gained a qualification or successfully completed part of a course (at least one unit) without gaining a qualification in the previous calendar year.

Participating in the survey is voluntary however, your answers are important as they help improve future vocational training.



Next Steps - Course Contacts

Please direct all course enquiries, enrolments and submissions to the dedicated UDIA inbox UDIAenrol@swin.edu.au

Should you wish to contact your Swinburne Representative directly please do so using the following details.

040 389 1313

	Name	Phone	Email
Swinburne Representative	Chat Dias	03 9214 5458 0403 891 313	cdias@swin.edu.au



FAQ's

What sort of evidence should I provide?

Swinburne University has developed this RPL Kit to help you provide appropriate evidence across each unit of competency. To help you, an Evidence Checklist is provided to allow you to tick off the items you have included in your portfolio of evidence. Your evidence will need to show:

- **Currency** - Does your evidence show that you can perform this activity now and in the future?
- **Validity** - Does your evidence relate to the standards you are being assessed against?
- **Authenticity** - Does your evidence reflect something you have actually completed either in full or part?
- **Reliability** - Is your evidence capable of showing the same outcomes no matter how many times it is assessed?
- **Sufficiency** - Is there sufficient evidence to show that you are competent or will you need to provide further supporting evidence to show your competence?

What will the Assessor be looking for in the assessment of the portfolio?

In the RPL kit you will find a Portfolio of Evidence template, where your Assessor has provided examples of what they are looking for in each unit. These examples are based on the following criteria that your assessor will use:

- Evidence of the specific evidence requirements for each unit of competency.
- Evidence of valid, current products that align to the units of competency, the performance criteria and evidence guide which can be authenticated as the work of the candidate
- Demonstrated **knowledge, skills and professional practice** of Project Management and how this applies to your work environments
- Evidence of the application of required skills and key competencies

Does everyone succeed in their RPL application?

There are many types of pathways in which you may gain recognition your skills. Some people are able to provide all of the evidence required in a portfolio of evidence. Others may need to provide different forms of evidence and in some instances undergo gap training. Swinburne University recommends that only people with relevant industry experience in the competency fields apply for RPL in this qualification.

What if I don't achieve all competencies by the end of the portfolio appraisal?

On submission of your portfolio, you will receive feedback from the assessor. If there are gaps in your evidence or a question arising about the quality, authenticity, or currency of the evidence, you will be contacted and given the opportunity to supply further evidence. You will have an agreed time from when you enrolled in the RPL process to complete all assessments with reasonable adjustments depending on your circumstances.

How will I know that I passed?

Once your Portfolio of Evidence has been received, you will be notified of your result via email. If you've applied for RPL in a certain unit or units, your student transcript will show an "Ex" code. This means that you were exempted from being assessed due to recognition of your prior learning.

