Program Guide

BSB50820 Diploma of Project Management

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Delivery Site Address
Centre for Education and Workforce Development
Rozelle Campus
Building 301
Cnr Cecily and Balmain Road
Lilyfield 2040

Delivery Site Administration Office:
Course Coordinator: Linda Ramsbottom
Phone: (02) 8755 3513
Mobile: 0434 601 247
Fax: (02) 8755 3510
Email: linda.ramsbottom@health.nsw.gov.au
Intranet: http://www.slhd.nsw.gov.au/cewd/default.html
Internet: http://www.health.nsw.gov.au

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Introduction

Welcome to the BSB50820 Diploma of Project Management delivered by Centre for Education and Workforce Development, Sydney Local Health District.

This program has been designed to provide you with the opportunities to develop and enhance your project management skills. The purpose of this document is to provide you with information about how the BSB50820 Diploma of Project Management program is structured, how it will benefit you and how you can meet the expectations of the Program to attain the BSB50820 Diploma of Project Management.

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 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.

For further information, prospective students should refer to the NSW Health RTO Student Handbook, which can be found by following this link:
https://www.slhd.nsw.gov.au/services/rto/students_policies.html

Target Group

The Diploma of Project Management is targeted at experienced employees who are working in a wide range of contexts within health project leadership and management roles and are responsible for achieving project objectives within their role.

Target audience for this qualification are in positions where change management (project) activities are undertaken on a regular basis.

Students may have existing qualifications and technical skills in any given vocation or profession but require the recognition and extra skills in project management functions. Students would use their skills to initiate, plan, execute and evaluate their work and/or the work of others.
Examples of the job roles within health suitable for this qualification include Managers, Team Leaders, Project Managers and/or Senior Clinicians.

Program Entry and Eligibility Requirements

Students must meet the following Program entry and eligibility requirements:
General
1. Ability to commit the required time to attend training and for independent study and assessment
2. Be employees of NSW Health who are involved in leading or managing projects and are responsible for achieving project objectives within NSW Health.
3. Have a good command of written and spoken English along with high school level mathematical skills.
   a. All candidates will undergo LLN testing as part of the course orientation
4. Have a sound knowledge of computer applications such as Microsoft Excel and Word.
5. **Complete an Expression of Interest (EOI) form as part of the application process.**
   a. The submission will be reviewed and candidate will be interviewed prior to acceptance into the program
6. Have the support of their sponsor/manager, and agreement for relevant workplace arrangements to enable the student to successfully meet the requirements of the project and the qualification.

Project

7. **All applicants of the program must have responsibility as project lead/manager for a 'significant' workplace project throughout the duration of the course.**
    a. 'Significant' workplace projects have a budget, require engagement of multiple stakeholders both internal and external to the department/ organisation and will provide a significant benefit to health service delivery.

8. Candidates must be responsible for project management of a workplace project that meets the following criteria:
    a. Project is authorised and supported by the applicant's line manager and/or director
    b. Project must have a sponsor with appropriate authority for resourcing
    c. Project is deemed by course coordinator to be of sufficient complexity to enable assessment
    d. Project is linked to organisation and departmental strategic objectives
    e. Project is necessary for workplace change
    f. Project will commence along with the qualification and complete or meet major milestone before the end of the program
    g. Project involves stakeholders external to student's department and professional group

Projects that have already commenced and are beyond the design phase are not suitable for inclusion into the program. It is imperative that applicants demonstrate application of theory to practice on the identified project/s throughout all phases of the project to enable assessment of all aspects of project management activities in a practical workplace setting.

Language, Literacy and Numeracy Requirements

All NSW Health RTO programs require you to meet minimum English language levels before you enrol. To get the most from your program, you should be able to read online material and textbooks, complete written assignments and conduct research independently. Your study will include online assessments, text-based discussions and collaboration.

Some programs require prospective students to complete an LLN assessment to determine if they have the required LLN skills to participate in the program. Where the student is deemed not to have the required level of LLN skills, NSW Health RTO will plan a program of support to enable the student to develop the required levels of skills prior to enrolling in the program or refer the student to an external provider to develop these skills.

Students are also required to have a sound knowledge of computer applications such as Microsoft Excel.

Program Application and Selection Process

Application

All candidates must apply for this course by completing an expression of interest form including approval of their line manager. This form can be found at:
https://www.slhd.nsw.gov.au/cewd/course-qualifications.html
Applicants external to SLHD need to review the information on the CEWD webpage regarding external applicants: https://www.slhd.nsw.gov.au/cewd/external-applicants.html

It is preferred that applicants have completed the following courses or can demonstrate similar experience, prior to commencing the course. This will be discussed at the interview.:
- Project Management in a Nutshell (My Health Learning 40017593)
- Introduction to Project Management (92252614) or Fundamentals of project management
- Accelerating Implementation Methodology [AIM] (213401914)

Note these courses are available through My Health Learning, for those candidates without access to My Health Learning (MHL) please contact the Course coordinator.

Candidate interview

All candidate will be contacted by the course coordinator for an interview via Video Conference, to discuss their application and proposed project for assessment to determine suitability for the program.

Enrolment Process

Successful applicants will be required to complete the following NSW Health RTO enrolment requirements before program commencement:

1. Unique Student Identifier
2. AVETMISS
3. RTO Participant Declaration
4. RTO Enrolment Data Collection Form
5. Any other related forms specific to the program

The delivery site administration office will contact the successful applicants with guidelines on how to complete these requirements.

Qualification Pathway

After achieving this qualification, students may undertake other qualifications in the Project Management pathway including: BSB61215 Advanced Diploma of program management or BSB80415 Graduate Diploma of Portfolio Management.

Program Learning Outcomes

At the end of this program, you will have the knowledge and skills to:
1. Manage the core functions of a project: scope, time, quality, cost, human resource
2. Engage effectively with project stakeholders
3. Manage project information and communication
4. Monitor, record and manage project risk
5. Manage project governance models
6. Integrate and govern the project functions for successful implementation
7. Establish and maintain relationships with vendors of goods and services
8. Understand how to lead, plan, communicate and navigate change.

Program Content

The program content consists of the following:
Total number of units = 12, 8 core units plus, 4 elective units

All elective Units are selected from the elective units available within this qualification. The unit BSBPMG522 or BSBPMG430 Undertake project work cannot be included in this qualification.

Elective units selected are relevant to the work outcome, delivery site requirements and the qualification level. All elective units have been chosen from the list of elective units of competence in the qualification packaging rules. Electives for this qualification have been chosen to ensure that Students achieve a well-balanced knowledge and skill set in a range of business areas.

As an enterprise-based RTO, NSW Health RTO ensures that its approach to delivery and assessment is informed by the wide range of stakeholders within NSW Health.

Students must select <u>one</u> of the two electives and inform the course coordinator of this choice prior to the course commencement:

- BSBPMG537 Manage project procurement, <u>or</u> BSBCMM511 Communicate with influence

Unit Code	Unit Title		Core/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
BSBPMG538	Manage project stakeholder engagement		Elective
BSBPMG539	Manage project governance		Elective
PSPGEN056	Facilitate change		Elective
BSBPMG537	Manage project procurement	Select only one	Elective option
BSBCMM511	Communicate with influence		Elective option

If you have completed any of these programs previously through NSW Health or another RTO, please contact the Program Coordinators to establish whether you are eligible to apply for credit transfer or recognition of prior learning.

Program Structure

Students have the option to select either BSBPMG537 Manage project procurement OR BSBCMM511 Communicate with influence, to make up the 12 required units of competence.

Students will have responsibility for a significant workplace project, this will include participating and chairing meetings, writing reports, and managing a project team. Students will participate in coaching and mentoring sessions during workshops and following formal workshops via videoconferencing. Workplace visits may be included if COVID restrictions allow but are not required. Students will participate in online chats and forums using Moodle and videoconferencing. Students will be assigned to study groups for the course duration.

Video-conference and face-to-face (F2F) workshops

These workshops are designed to help enhance knowledge and skills in relation to the unit/s of competency covered under this qualification. Throughout the course there will be group mentoring sessions held within the workshops. This will enable students to share their knowledge and expertise with other students. It also provides students with the opportunity to network with students working on a variety of different projects. Refer to schedule.

It is expected that you will complete all assessment workbooks outside of the workshops. This will require a substantial time commitment from you.

Online Delivery

The workshops are supported by an online platform ESP (Moodle) providing both a virtual space where training materials are available to the students at call and a community of practice (Mahara), where students may share their knowledge and expertise with other students.

Coaching

There will be coaching sessions throughout the course which will support students through their learning journey and provide guidance with their workplace project and assessments. Coaching sessions will be held via video-conference, in the student's workplace or at CEWD Rozelle campus. The schedule of these sessions will be developed in consultation with the student group to ensure maximum student engagement.

Workplace-based Project

To demonstrate competence, applicants will be required to complete all assessment workbooks in addition to managing a significant workplace project.

Delivery Mode

This program uses a 'flipped classroom methodology' where blended learning combines online and self-directed learning with effective masterclass workshop activities. Students must engage with the SLHD Education Support Portal (ESP) Moodle platform to access materials to prepare for workshops. The ESP is employed as a collaborative tool for interaction with other students for small group activities both in workshops and in the virtual learning environment.

This qualification is delivered by a combination of internal, work-based and external delivery. Coaching sessions will be held via videoconferencing or if possible F2F in the students place of work or at the CEWD Rozelle campus. Students will participate in study groups using videoconferencing and the SLHD ESP for online forums and discussion. All project management activities conducted in the workplace will inform the workplace learning activities.

Internal delivery There will be eleven (11) workshop sessions; the first and last workshop are planned to be held at the CEWD Rozelle Campus and nine (9) virtual workshops will be delivered via videoconferencing. The first workshop will include orientation to the course and delivery site requirements in addition to a unit of competency. These plans are subject to COVID-19 restrictions. These workshops are designed to help enhance knowledge and skills in relation to the unit/s of competency covered under this qualification.

Group Mentoring Throughout the course there will be group mentoring sessions held in the workshops. This will enable students to share their knowledge and expertise with other students. It also provides students with the opportunity to network with students working on a variety of different projects. Refer to schedule.

Online Delivery The workshops are supported by an online platform ESP (Moodle) providing both a community of practice, where students may share their knowledge and expertise with other students; and a virtual space where training materials are available to the students at call, and assessments can be submitted.

Coaching Students are offered both individual and small group coaching sessions throughout the course which will support students through their learning journey providing guidance with their workplace project and assessments. Coaching sessions will be held via videoconferencing or if possible F2F in the student's workplace or at CEWD Rozelle campus. The schedule of these sessions will be developed in consultation with the student group to ensure maximum student engagement.

Workplace based learning Students in the Diploma of Project Management must have responsibility for managing a significant workplace project change initiative. They must hold a team leader or project manager role in this project in order to put into practice the skills and theories learnt in the workshops and to inform their assessments.

Program Duration

This program is delivered over a twelve-month period, commencing on 10 June 2021 and finishing on 30 June 2022.

During this period students will:

- Attend:
  - 1 x Orientation session F2F
  - 10 x masterclass workshops, 9 via videoconferencing

- Undertake:
  - Management of a significant workplace project
  - Workplace activities as outlined in the Student Assessment Workbooks.
  - Undertake a range of self-directed learning such as pre-reading of learning materials, research, undertaking online
  - This is estimated to be a minimum of eight (8) hours of personal study time per week, with some of these activities being able to be undertaken as part of daily work activities.

- Complete and submit all assessment requirements by the due dates

Program Scheduling/Timetable

	UOC Code and Title	Workshop No	Workshop Date/s
Rozelle	Program Orientation & BSBPMG540 Manage project integration	1	10 Jun 21
Zoom	BSBPMG540 Manage project integration	2	5 Jul 21
Zoom	PSPGEN056 Facilitate change	2	5 Jul 21
Zoom	BSBPMG539 Manage project governance	3	16 Jul 21
Zoom	BSBPMG538 Manage project stakeholder engagement	4	19 Jul 21
Zoom	BSBPMG535 Manage project information and communication	5	30 Jul 21
Zoom	BSBCMM511 Communicate with influence	5	30 Jul 21
Zoom	BSBPMG536 Manage project risk	6	2 Aug 21
Zoom	BSBPMG530 Manage project scope	6	2 Aug 21
Zoom	BSBPMG531 Manage project time	7	3 Sept 21
Zoom	BSBPMG533 Manage project cost	8	6 Sept 21
Zoom	BSBPMG537 Manage project procurement	8	6 Sept 21
Zoom	BSBPMG532 Manage project quality	9	8 Oct 21
Rozelle	BSBPMG534 Manage project human resources	10	11 Oct 21

Training Location

Sydney Local Health District
Centre for Education and Workforce Development (CEWD)
Address: Building 301, Entrance Gate A
Corner Balmain Road and Cecily Street
LILYFIELD NSW 2040

Specific Resources

Students will be provided with electronic copies of all assessment workbooks including all templates required for course completion. All course materials will be available via the SLHD ESP Online platform. User access information will be provided to students after course enrolment.
Students will be provided with the following resource:
Pearson, N., Larson, E., & Gray, C. (2019). *Project Management in Practice* **(2nd ed.). Sydney, NSW, Australia: McGraw Hill.**

Materials and Equipment

Training room facilities are located at SLHD CEWD, Rozelle. Professional services are provided for all learners including computer access and internet access as and when required.
It is essential that students have access to the following equipment to participate in this course:

- Reliable internet access
- Personal access to a computer workstation (laptop/PC/Mac) with
    - Video camera
    - Audio in/out (speakers & microphone or headset with microphone)

Students will need to read widely drawing from other texts and online resources to support their learning and complete assessment activities.

General Resources

The following websites may be useful for students as reference materials:

Videoconferencing
Working virtually (in ESP) - this resource includes materials to support your access to virtual environments including using video-conferencing. Contact
https://education-support.sswahs.nsw.gov.au/moodle/course/view.php?id=904

General Project Management
- http://pmstudycircle.com
- http://www.successfulprojects.com/PM-Topics
- http://www.utas.edu.au/project-management-methodology
- http://www.project-management-basics.com/index.shtml
- https://www.projectsmart.co.uk

PM methodologies
- http://www.successfulprojects.com/PM-Topics/Introduction-to-Project-Management/PM-Methodologies

Free download texts
- http://www.free-management-ebooks.com/skills-project.htm

Project Tracking Gantt charting
- Excel / spreadsheets / docs for tracking projects
  https://www.smartsheet.com/top-project-management-excel-templates

Assessment Requirements

To receive the BSB50820 Diploma of Project Management, you must successfully complete all assessment requirements for the twelve (12) units of competence in the qualification. Each unit of competency has an assessment workbook that must be completed. You are also required to complete workplace project as part of the qualification.

Students can discuss any specific support they may require in order to complete the qualification with the program coordinators.

Students may choose to exit before completion of a full qualification. However, to receive a Statement of Attainment, students must complete all assessment requirements for each unit of competency.

If you are deemed not yet competent in any of the assessment tasks, you will be provided with feedback and further opportunity to complete the assessment at a time discussed with your assessor. If you do not pass the assessment a second time, you may be required to participate in further training.

Assessment Methods

The following assessment methods have been adopted for the program:
Assessments include the following tasks:

- Written Activities, including written short answer questions, report writing, etc.
- Practical Activities (encompassing Project Plan functional areas)
- Case Studies
- Reports
- Workplace Activities (implementation of workplace project)

Assessment Plan

BSB50820 Diploma of Project Management	
UOC Code and Title	**Assessment Due Date**
BSBPMG538 Manage project stakeholder engagement	31 Jul 2021
BSBPMG535 Manage project information and communication	30 Aug 2021
BSBPMG530 Manage project scope	30 Sep 2021
BSBCMM511 Communicate with influence	31 Oct 2021
BSBPMG537 Manage project procurement	31 Oct 2021
BSBPMG536 Manage project risk	30 Nov 2021
BSBPMG531 Manage project time	31 Dec 2021
BSBPMG533 Manage project cost	31 Jan 2022
BSBPMG532 Manage project quality	28 Feb 2022
BSBPMG534 Manage project human resources	31 Mar 2022
BSBPMG539 Manage project governance	30 Apr 2022
PSPGEN056 Facilitate change	31 May 2022
BSBPMG540 Manage project integration	30 Jun 2022

Submission of Assessments

Students have a maximum of three (3) assessment attempts for each UOC – initial submission and two re-submissions.

If you are unable to complete the assessment tasks by the due date, you must contact the facilitator, prior to the due date, to negotiate a date for submitting the work and discuss any support needs.

The Academic Progress Procedure will be triggered and your Manager/School notified if you:
- Fail to submit your assessment on time, without prior approval.

Note: All assessments must be typed using the provided assessment materials; hand written submissions will not be accepted. Where diagrams are required for assessment tasks, these may be hand drawn and scanned, or created electronically. All assessments must be electronically submitted via the CEWD ESP (Moodle) platform by the due date using the ESP assignment submission function.

Requesting an Extension

An extension is a request for additional time to complete course requirements including assessments, clinical placements (if appropriate) and clinical simulation, etc. To be granted an extension you must apply in writing via email to your Program Coordinator prior to the due dates (except for circumstances that prevent you from doing so). You must include the following information in your request:

- Reasons and where possible supporting evidence for your inability to complete the program requirements within the original due dates
- New extended due dates that you believe will be sufficient to complete the program.

Only extenuating circumstances will be considered for extension. You may be provided with up to three (3) extensions of time **throughout a full program**. The program coordinator will assess the request taking into consideration the implications for your progression and timely completion of your program. Extensions will only be granted on a case by case basis.

Reasonable Adjustment

Reasonable adjustment means a modification made to the learning environment, training or assessment methods used to enable students with a specific identified need, such as disability, learning difficulty, etc. to access and participate in training on the same basis as those without a disability. The adjustment must be 'reasonable' in that it must not impose unjustifiable hardship on the person or the NSW Health RTO and must not compromise the integrity of the assessment.

Examples of reasonable adjustment could include: providing support to individual students, assistive technology, modifying the assessment process or the format of materials, or adjusting the physical environment.

Make sure you discuss your assessment needs with your Program Coordinator/assessor prior to the assessment.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is an assessment process that allows experienced individuals to gain a qualification or SOA by producing evidence of what they already know, can do, or have done.

Applicants interested in claiming recognition for one or more units of competence within this Program should contact the Program Coordinator to discuss eligibility and process requirements.

Consideration can be given to candidates having PRINCE 2 Practitioner, AGILE or similar credentials, tertiary qualifications in Project Management or extensive experience in managing significant workplace projects.

Credit Transfer

Credit Transfer will be granted for any qualification and/or unit(s) of competency (UOCs) that you have previously attained from other RTOs and which directly match or are deemed equivalent to UOCs within the program you have enrolled in.

If the UOCs applied for were granted sometime ago, it may be necessary to show that your knowledge is still current.

To apply for credit transfer, or to find out more, contact your Program Coordinator prior to, on enrolment or during the program delivery, to discuss arrangements.

NOTE:
- Gap training/assessment may be required when any credit is granted for upgraded UOCs.
- Credit Transfer will only be granted where certification is provided showing the original UOC as Competent (not CT).

Exit Pathway

Students who complete all requirements of the BSB50820 Diploma of Project Management will be awarded the full certificate.

Students who choose to exit before completing a full qualification will only be granted a Statement of Attainment for unit(s) of competency (UOCs) completed and marked competent. This is called partial completion.

A Statement of Attainment will not be issued if all requirements for at least one UOC are not met.

Withdrawal

Students who wish to withdraw, must discuss this with the Program Coordinators prior to withdrawing from the program. In exceptional cases, after discussion with the Program Coordinator, the option to defer may be granted.

Students must also complete an **APPLICATION to Withdraw**. The form must be signed and returned to your Program Coordinator or your Delivery Site Administration Office.

Withdrawn students may be able to enrol in subsequent program, should they become available. The reasons for the withdrawal will be considered in any decision to accept the student into a later program.

Deferral

A deferral is a request to delay the continuance of your training without jeopardising your enrolment including subsidised training under Smart and Skilled. A deferral, if approved, will be allowed up to a maximum of 12 months.

Deferral will only be granted in exceptional circumstances and will only be granted where a student has shown that they have, until their request for deferral, fully committed to the program. Commitment can be shown by a history of on time assessment submission, or appropriate negotiation of extensions in a timely manner.

Deferral will not be granted for students who have participated in training and/or attended class but have not handed in any assessments. It is not granted as a mechanism for delaying Assessment submission.

NSW Health RTO cannot guarantee that your course will still be available at your delivery site when you are ready to return to your studies.

You must return to study by the deferral end date. Failure to do so will result in you being automatically withdrawn from the program.

To be granted a deferral you must apply in writing via email to your Program Coordinator by completing the **Application to Defer Studies.** You must include the following information in your request:

- Reasons and, where possible, supporting evidence for the deferral
- Propose new program dates.

Academic Progress

All students enrolled in NSW Health RTO Programs are required to meet academic progress requirements as specified in the NSW Health RTO Student Handbook and any additional requirements outlined in this Program Guide.

Academic Misconduct

All NSW Health RTO staff and students are bound by the NSW Health Code of Conduct.

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. Examples include, but not limited to, cheating, collusion, plagiarism.

NSW Health RTO has no tolerance for academic misconduct. These actions are not permitted and will be penalised. Substantial misconduct will result in dismissal.

NSW Health RTO Student Handbook provide further details on Academic Misconduct. All students should become familiar with this.

Referencing Guidelines

The Centre for Education and Workforce Development follows the Harvard Referencing Guidelines. This is the most commonly used method of referencing, which uses the author-Date system.

Students can find information about Harvard referencing by following this link:
http://libraryguides.vu.edu.au/harvard/getting-started-with-harvard-referencing

Access and Equity Arrangements

The needs of students are identified upon enrolment in their chosen program of study. During training you may decide that you need additional support, or your Trainer/Assessor may identify that you might benefit from additional support.

NSW Health RTO is committed to ensuring that all its students are supported to successfully complete their program. If you believe you require additional support, please do not hesitate to discuss this with your Trainer/Assessor or Program Coordinator.

Information on the student's support needs is gathered through one or more of the following methods:
- Information provided by the student on the application and/or enrolment forms.
- Completion of a formal language, literacy and numeracy skills test and assessment of the results to determine level of student and therefore suitability for program.
- Discussion with the student during their program orientation.
- Gathering information about each students' prior formal and informal learning and encouraging them to seek recognition for this through the RPL process.

NSW Government Funding Subsidy

Places in this program **may** be subsidised by the NSW Government. If you are successful in receiving a subsidised place you will be notified by the delivery site administration office. You will be provided with:
- Appropriate information about the Consent Forms and Declarations that need to be signed
- Information about fees and refunds, and
- Any additional information.

You will need to provide identification such as a Drivers Licence or Passport.

Smart and Skilled Student fees for NSW Health employees will be paid by their employing LHD, network or Pillar.

For more information regarding government subsidy please contact your program Coordinator.

For further information on Smart and Skilled, refer to www.smartandskilled.nsw.gov.au

Program Fees, Refunds and Payment Options

All Smart and Skilled Funded students may be required to pay a Student Contribution Fee. Students will be informed of that fee on confirmation of their Smart and Skilled place. NSW Health may choose to pay this contribution on the student's behalf. Students will be advised of this on confirmation of their place. This program is targeted for SLHD employees and is offered at no charge to them. Students from other districts or areas of NSW Health may have course fees applicable. Students external to NSW Health will have course fees applicable. A schedule of Fees for External students can be located at https://www.slhd.nsw.gov.au/cewd/external-applicants.html

Program Enquiries

If you require any further information, please contact the following program co-ordinators for details:

Sydney Local Health District
Centre for Education and Workforce Development (CEWD)

Address: Building 301, Entrance Gate A
Corner Balmain Road and Cecily Street
LILYFIELD NSW 2040

Program Coordinator
Name: Linda Ramsbottom
Title: Senior Education Consultant
Telephone: (02) 8755 3513 / 0434 601 247
Email: linda.ramsbottom@health.nsw.gov.au

Administration Office
Telephone: (02) 8755 3506
Email: SLHD-CEWD@health.nsw.nsw.gov

Training Plan

Health
Registered Training
Organisation

NSW
GOVERNMENT

RTO Number 90198

This Training Plan:

- *Specifies the necessary training and assessment activities that will be provided to the Student*
- *Must be prepared by the Program Coordinator prior to program commencement*
- *Must be completed in collaboration with the student enrolled in each program*
- *Is customised and amended to individual student needs*
- *Can cover a group of Enrolled Students where the training and assessment is similar, subject to individual student requirements*
- *Will be maintained and kept up to date by the Program Coordinators and a copy is provided to the student*
- *Please see the timetable in this Program Guide for the scheduled hours of delivery.*

Student Personal Details (not work details) – *Student to Complete this Section*				
Full Name				
Position				
Personal Address				
Phone	**Mobile**		**Work**	
Email				

Student Declaration:

I the undersigned, agree that:

a. I have been given the opportunity for input into the development of this Training Plan
b. I am aware of, and agree to, my responsibilities as outlined in this Training Plan.
c. I will make every effort to successfully complete the training outlined in this Training Plan.
d. I have received a Program Guide for the training I am undertaking
e. I have received and/or have access to an electronic/online copy of this training plan
f. I will notify the program staff with any changes to my details

Student Signature		**Date signed**	

BSB50820 Diploma of Project Management - *Program Coordinator to Complete*			
Qualification Code	BSB50820		
Qualification Title	Diploma of Project Management		
Training Start Date	10 June 2021	**Training Completion Date**	30 Jun 2022

Delivery Site Contact Details - *Program Coordinator to Complete*				
Program Coordinator Name	Linda Ramsbottom			
Position Title	Senior Education Consultant			
Phone:	**Mobile**	0434601247	**Work**	(02)8755 3513
Email Address	linda.ramsbottom@health.nsw.gov.au			
Program Coordinator Signature			**Date signed**	

Customisation Details – *Program Coordinator to Complete with the Student*		
Does the Student need additional support to achieve the qualification? If yes, indicate the issue/s identified and what support and assistance will be provided?	**Issue/s identified:**	**Support and assistance:**
☐ **Yes** ☐ **No**		
What learning materials and resources will be provided to the Student by the RTO?	NSW Health RTO Student Handbook; Course Guide; Student Assessment Workbook for each UOC; Student Resource Manual for each UOC; Handouts of PowerPoint presentations and activities. Access to resources, activities and some assessment opportunities on Moodle	

Student Name:				Version No: β	1	Date:		

Units of Competency				Training Details				^ Assessment Methods
Unit Code	Unit Title	* Unit Type	Δ RPL, CT	Start Date	End Date	# Delivery Modes	Name of trainer/ assessor	
BSBPMG540	Manage project integration	C		10 Jun 21	30 Jun 2022	1,2,3,4	Linda Ramsbottom	Q; WP
PSPGEN056	Facilitate change	C		5 Jul 21	31 May 2022	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG539	Manage project governance	E		16 Jul 21	30 Apr 2022	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG538	Manage project stakeholder engagement	E		19 Jul 21	31 Jul 2021	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG535	Manage project information and communication	C		30 Jul 21	30 Aug 2021	1,2,3,4	Linda Ramsbottom	Q; WP
BSBCMM511	Communicate with influence	E		30 Jul 21	31 Oct 2021	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG536	Manage project risk	C		2 Aug 21	30 Nov 2021	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG530	Manage project scope	C		2 Aug 21	30 Sep 2021	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG531	Manage project time	C		3 Sept 21	31 Dec 2021	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG533	Manage project cost	C		6 Sept 21	31 Jan 2022	1,2,3,4	Linda Ramsbottom	Q; WP; CA
BSBPMG537	Manage project procurement	E		6 Sept 21	31 Oct 2021	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG532	Manage project quality	C		8 Oct 21	28 Feb 2022	1,2,3,4	Linda Ramsbottom	Q; WP
BSBPMG534	Manage project human resources	C		11 Oct 21	31 Mar 2022	1,2,3,4	Linda Ramsbottom	Q; WP

β Ensure that the Version number is changed each time the Training Plan is changed.

*Unit type	Δ Skills Recognition	# Delivery Modes	^ Assessment Methods	
C: Core E: Elective	RPL = Recognition of Prior Learning CT = Credit Transfer	1 = Face to Face 2 = Electronic/Online 3 = Workplace 4 = Blended 5 = Other, specify	A = Assignment, Essays CA = Case Study OB = Observation (Workplace and/or Simulated Environment Observation) OQ = Oral Questions RP = Role play S = Simulations (simulated activities, clinical and non-clinical simulations)	S/MR = Supervisor/Manager Reports WA = Written Activities (Exam, test, quiz, short answer questions, scenarios, etc.) WE – Workplace Evidence (samples of work, etc.) WP = Workplace projects and activities O = Other (Specify)