trainwest
training your future

BSB50820
Diploma of Project Management

Take Your Project Leadership to the Next Level!

Are you ready to lead projects with greater responsibility
and deliver results that make a real impact?

This qualification equips project leaders with the expertise and confidence to manage
projects from initiation through to completion across diverse industries.

Build the skills to plan with precision, manage scope, time, cost, and risk,
and ensure quality outcomes that meet stakeholder expectations.

Gain the tools to lead teams effectively, apply proven methodologies,
and navigate complex challenges with professionalism.

Learn to balance competing demands,
inspire performance and deliver successful projects.

NATIONALLY RECOGNISED
TRAINING

Course Overview

The **BSB50820 Diploma of Project Management** qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors.

Project management is about more than ticking off milestones. It's about bringing people together, balancing priorities, and delivering outcomes that make a real difference. This course gives you the confidence and advanced skills to take ownership of projects and lead them to success.

Explore key project management areas including scope, time, cost, quality, risk, procurement, and stakeholder engagement. Learn how to plan with precision, manage competing demands, and inspire your team to perform at their best.

With a focus on leadership, strategy, and applied practice, this qualification empowers you to step up, drive results, and grow your career as a professional project manager.

Recommended For

This course is ideal for individuals looking to enhance their project management expertise and take on greater responsibility in planning, leading, and delivering complex projects, such as:

- **Aspiring project managers**: Develop the advanced skills and knowledge to confidently lead projects from initiation to completion.
- **Team leaders and supervisors**: Strengthen your ability to manage resources, mitigate risks, and deliver project outcomes on time and within budget.
- **Professionals seeking career progression**: Gain a nationally recognised qualification to access senior project management roles across industries.
- **Individuals with foundational project management experience**: Build on existing skills to manage larger, more complex projects and lead project teams effectively.

Career Pathways
Roles vary depending on the industry and sector, including positions such as:
- Project Manager
- Program Manager
- Project Team Leader
- Project Coordinator/Consultant.

Education Pathways
Students may undertake advanced study in project management, such as *BSB60720 Advanced Diploma of Program Management* or *BSB80220 Graduate Diploma of Portfolio Management*.

Course Structure

This course consists of twelve (12) units of competency:

BSBPMG530 Manage project scope

Define and manage the scope of a project to ensure all required outcomes are achieved within agreed boundaries.

BSBPMG531 Manage project time

Develop, implement and monitor schedules to ensure project activities are completed within established timeframes.

BSBPMG532 Manage project quality

Plan, apply and monitor quality management processes to ensure project outputs meet agreed standards.

BSBPMG533 Manage project cost

Plan, estimate, monitor and control project costs to ensure financial objectives are met.

BSBPMG534 Manage project human resources

Plan and manage the human resources required for a project to ensure effective team performance and capability.

BSBPMG535 Manage project information and communication

Develop and manage project communication and information systems to ensure efficient information exchange.

BSBPMG536 Manage project risk

Identify, analyse and manage risks to minimise their impact on project objectives and performance.

BSBPMG540 Manage project integration

Coordinate all aspects of project management to achieve cohesive and successful project outcomes.

BSBCMM511 Communicate with influence*

Use advanced communication skills to influence, negotiate and build relationships with stakeholders.

BSBPMG538 Manage project stakeholder engagement*

Establish and maintain productive stakeholder relationships to support project success.

BSBPMG539 Manage project governance*

Establish and implement governance processes to ensure effective oversight and accountability in project management.

BSBTWK502 Manage team effectiveness*

Lead and manage team performance, communication and development to achieve organisational and project goals.

Elective units are subject to change.

Delivery Modes

Choose from a range of flexible delivery options:

Self-Paced Learning

Self-directed students complete the course via our Canvas LMS and receive remote support over the telephone, email, and Microsoft Teams. Please speak with our Student Services Team for more information.

Inhouse Training

This course can be customised for group training. Delivery can be tailored to suit organisational requirements, with flexible delivery options in the workplace. Please speak with our Student Services Team for more information.

Course Duration

This course is delivered through self-paced learning. Students have up to 12 months to complete this course. The time frame for completion varies between students depending on their current job role and pre-existing skills and abilities.

Students can complete the course earlier or extend the duration for up to 18 months if required.

Assessment Requirements

To achieve competency, students are required to complete a range of assessment tasks that reflect real-world skills and knowledge relevant to the course. These include:

- Knowledge-based questions
- Case studies and scenarios
- Workplace and simulated projects
- Audio or video evidence of practical demonstrations.

Students must meet all assessment criteria to be deemed competent.

Canvas LMS

Canvas is our online learning platform that provides students with 24/7 access to course materials, assessments, communication tools, and progress tracking. Students can view and download training resources, submit assessments, receive feedback from Trainers and Assessors, track key dates and progress, and participate in online discussions. Canvas helps students stay organised, connected and engaged throughout their learning journey.

Skills Recognition

Students may be eligible for recognition of prior learning or credit transfers, reducing the time and cost of their studies.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

To apply for RPL, please contact our Student Services Team. They will assess the student's suitability and discuss the process before sending an application kit.

Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, students must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.

Course Outcome

Upon successful completion of all units, students will receive a nationally recognised qualification, which includes a Testamur and Record of Results certificate.

If students do not complete the full qualification, they will receive a Statement of Attainment for all successfully completed units of competency. This is a progression toward the nationally recognised qualification.

Course Requirements

To be eligible for this course, students must meet the following course requirements:

Prerequisites

Students need to have:

- Prior workplace experience where they have contributed to or supported projects, for example, as a project team member, coordinator, or administrator, or through managing smaller tasks within a larger project.
- An understanding of basic project management principles, such as planning, coordination, communication, and reporting, is recommended. Completion of *BSB40920 Certificate IV in Project Management Practice* or equivalent experience is ideal preparation.
- Experience in working with teams, stakeholders, or clients, and contributing to achieving project outcomes will help students relate theory to workplace practice.

Language, Literacy, Numeracy and Digital Skills

Students need the following level of language, literacy, numeracy and digital (LLND) skills for this course:

- **Reading**: Interpret and analyse complex project documentation, standards, and reports to plan, monitor and evaluate project outcomes.
- **Writing**: Prepare clear and structured project management documents such as plans, logs, registers, and progress reports.
- **Communication**: Communicate and negotiate effectively with team members, clients and stakeholders to achieve project objectives.
- **Numeracy**: Use mathematical and analytical skills to develop budgets, monitor timelines, and evaluate performance metrics.
- **Digital Literacy**: Confidently use project management software and digital tools to manage project information, scheduling, and communication.

Student Resources

Students need to have the following resources:

- Computer with internet access
- Microsoft 365 or similar office software (Word, Excel, PowerPoint)
- Microsoft Teams, video camera, and microphone for remote support is recommended
- Current email address
- Access to a workplace, or simulated work environment, to complete assessments.

Eligibility and Selection Criteria

Students will complete an LLND assessment prior to enrolment to ensure the course is suitable.

Student Support

Trainwest supports students throughout their learning journey, ensuring they have access to the resources and guidance they need to succeed.

Support includes:

- **Trainer & Assessor Assistance**: Our experienced Trainers and Assessors provide guidance, feedback and support throughout the course.
- **Flexible Learning**: Learning materials, feedback, and assistance are accessible whether studying in person or remotely.
- **Personal Coaching**: Access one-on-one support with a Trainer and Assessor, with the first two 30-minute sessions provided free of charge.
- **Wellbeing Support**: Wellbeing services and referral options are available to assist students in managing personal or study-related challenges during the course. The Australian Counselling Service (ACS) provides our students with free, confidential counselling support designed to assist with study-related stress, anxiety, motivation, life changes, and general wellbeing.

Course Fees

Self-Paced Learning	$1,800 per student
Recognition of Prior Learning	$1,800 per student
Inhouse Training	Contact us
Personal Coaching (after first free hour, if required)	$150 per hour

Payment Plans

Payment plans are available. Terms and conditions are outlined in our Fees and Refunds Policy.

Next Step

Ready to apply?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or click here to get started.

To ensure the course is suitable and that the necessary support can be provided, all applicants must complete a pre-enrolment process.

Once you complete the online enrolment form, our team will review your application and eligible students will be invited to complete a Language, Literacy, Numeracy and Digital (LLND) skills assessment.

After reviewing the LLND results, our team will provide individualised advice on course suitability before finalising the enrolment.

This process helps us confirm that the course aligns with the student's current skills and learning needs.

Need more information?

Read our Trainwest Student Handbook for details on our course policies, student services, and other essential information.

Contact us and speak with our team. We're here to answer any questions and help you choose the right course for you.

Head Office & Training Centre
Level 1, 23 Abbott Road, Perth Airport, WA 6105

Open Hours
8:00am to 4:30pm

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Apply Now!

Contact Us

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🌐 trainwest.com.au