



**Master  
Builders  
Association**  
New South Wales

# **BSB50820 DIPLOMA OF PROJECT MANAGEMENT**

## **INFORMATION BROCHURE**

## OVERVIEW

Master Builders Association of NSW Pty Ltd (Master Builders) is a Registered Training Organisation offering nationally recognised qualifications and courses across New South Wales which meet national industry standards.

The **BSB50820 Diploma of Project Management** course has been designed to reflect the role of individuals who apply project management skills and knowledge. They may manage projects in a variety of contexts, across a number of industry sectors. They 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.

Participants will be assessed against skills and knowledge that meet current industry requirements for the building sector.

This course is only available in NSW for and suitable for anyone wanting to progress their career in project management for the building and construction industry.

## ENROLMENT

You will be required to provide evidence of meeting entry requirements upon enrolment, including any transcripts you have achieved from any prior training.

On enrolment, you will be required to provide copies of:

- Drivers licence (photo ID with address)
- Green Medicare Card or Passport
- A valid White Card

Participants will require sufficient language, literacy and numeracy skills to be able to engage in the assessment and to perform workplace tasks such as reading different types of texts, completing written documentation and recording work outcomes. If you require assistance, please contact us to discuss options available to you.

It is anticipated that the course will take up to 12 months to complete.

## COURSE STRUCTURE

The course is designed to be delivered online and comprises of 12 National units of competency.

It is designed to teach participants how to manage all aspects of construction projects including leading teams of people, managing changes and project risk, effective resource management, project planning, finance management, stakeholder management, scope, integration and manage construction project work.

## ENTRY REQUIREMENTS

Master Builders applies the following entry requirements:

- Experience: Must be more than 18 months into your building and construction apprenticeship, trade qualified or have a strong understanding of the building and construction industry
- Employment: You are currently working on active construction projects
- Site Access: You have a valid White Card (General Construction Induction Card)
- Computer Literacy: basic computer skills and access to relevant technology

## SMART AND SKILLED

This training may be subsidised by the NSW Government under the Smart and Skilled initiative. If you are eligible for the government subsidy, your student fee will be determined by the NSW Government.

Smart and Skilled prices are subject to funding availability. Fees and funding will be confirmed once we have received your successful application.

To be eligible, you must also meet the following Smart and Skilled eligibility criteria:

- You are at least 15 years old
- You live or work in NSW
- You are an Australian citizen or permanent resident or a humanitarian visa holder, or a New Zealand citizen
- You are no longer attending school

## WHAT DO I NEED TO STUDY ONLINE?

This course includes online resources and assessments; therefore, it is essential that you have access to a modern computer, laptop or tablet (Windows Operating System) with internet access, Adobe Reader and a smart phone or GoPro to assist in gathering evidence. You are required to have basic computer skills, including the ability to:

- Use Microsoft Office programs or similar
- Use internet to access information and research
- Use email and other communication tools
- Use phone or camera to gather evidence
- Save documents and evidence in folders
- Download and upload assessment items

## ASSESSMENT METHOD

You will be required to complete your assessment activities online, including sections for:

- Knowledge questions
- Practical projects

There are online lessons which you can do to gain further understanding of the subject area. These can be undertaken at any stage of training and will assist in applying project management knowledge and skill.

Participants are expected to be able to complete the course and have completed all assessment requirements within a maximum of twelve (12) months. This course will require a study commitment of approx. 10-15 hours per week.

The course is described below, including the units of competency applicable to each subject. To achieve the **BSB50820 Diploma of Project Management** you will need to successfully complete all 12 units of competency.

You learn a variety of project management skills in different subjects, including:

- Project Initiation
- Project Planning
- Monitor and Control Projects
- Executing Projects
- Closing the Project

### RESOURCES REQUIREMENTS

The online tutorial pathway will require you to have access to at least the below items:

- Computer with internet to access:
  - Online learning materials & courseware
  - Assessment materials
- Currently working in the building and construction industry and have access to company policies and procedures and any standard forms / contracts used in building and construction.

An MBA Customer Service representative will assist you in getting started in our online platform and provide ongoing support during your enrolment. We are available between 8:30am and 5:00pm via phone and email, plus two (2) evenings per week between 4:00pm and 7:00pm for online trainer support for enrolled students.

The knowledge questions are a series of questions designed to be answered comprehensively. These questions relate to different units within the qualification and assess understanding of tasks and processes within the construction industry.

The practical projects are based on application of project management in the construction industry. They draw upon your skills in the subject area and encourage you to apply these skills in your projects. These tasks include documentary evidence, whereby the completion of forms / contracts and other related documents are required to be uploaded into your online learning portal. Detailed instructions of evidence required and tasks to be undertaken are included in the online portal.

Assessments are to be submitted online (via the portal). Assessment activities may require you to have access to:

- National Construction Code
- Australian Standards
- Company safety documentation
- Project plans and specifications

Once your assessment has been submitted, your trainer / assessor will enter feedback and your results online. You will be notified by email accordingly.

### FEES AND SUBSIDIES

A general guide to fees for this qualification pathway is:

Smart and Skilled Subsidised	
If you do not hold previous qualification	\$2,530
If you hold a previous qualification	\$2,850
Indicative pricing without NSW Government Subsidy	
Master Builders Member Rate	\$3,500
Non-Member Rate	\$3,850

MBA does not accept more than \$1,500 in advance of service being provided. Please refer to website for fees.



### COURSE STRUCTURE

In order to successfully achieve a qualification in **BSB50820 Diploma of Project Management**, participants must be assessed as competent in the below twelve (12) units of competency:

CODE	UNITS OF COMPETENCY	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
BSBPMG537	Manage project procurement	Elective
BSBPMG538	Manage project stakeholder engagement	Elective
BSBLDR522	Manage people performance	Elective
BSBTWK502	Manage team effectiveness	Elective