



## *Course Options*

*~ Making a difference in your career ~*





## ***Delivering quality education for 35 years***

SELC Career College is committed to delivering quality training and assessment. Our trainers are experienced in delivering training to adult learners and will deliver engaging classes to make sure you make strong academic progress. They also maintain industry skills so that they can bring you the latest developments and ensure you have the skills to be job ready.



### ***Possible Fields of Study***

#### **Business & Administration**

- Certificate III & Diploma

#### **Leadership & Management**

- Certificate IV, Diploma & Adv. Diploma






#### **Project & Program Management**

- Certificate IV, Diploma & Adv. Diploma






### ***Excellent student support***

Your trainers will be happy to answer your questions about your course but we understand that sometimes our learners need a little extra support. That's why we have academic counsellors available five days a week to meet you face to face or online. We also offer free English language support with an experienced English teacher to assist students in developing their communication skills so they can achieve success in their vocational studies.

### ***Ideal location in the city centre***

-  4-minute walk to Sydney's premier shopping centre
-  2-minute walk to the main train station
-  5-minute walk to Darling Harbour
-  5 minutes by train to the Opera House
-  Close to city centre cafes and cinemas

### ***Bright & modern premises***

-  Bright, large and well-equipped classrooms
-  2 comfortable student common rooms
-  Chill spaces for quiet learning, reading or relaxing
-  Kitchen and dining area
-  Free WiFi throughout the building



## Overview of Courses

	<b><i>Business and Administration</i></b>	<b><i>Leadership and Management</i></b>	<b><i>Project and Program Management</i></b>
<b><i>Cert III</i></b>	<b><i>Certificate III in Business Administration</i></b> 3 terms		
<b><i>Cert IV</i></b>		<b><i>Certificate IV in Leadership and Management</i></b> 3 terms	<b><i>Certificate IV in Project Management Practice</i></b> 3 terms
<b><i>Diploma</i></b>	<b><i>Diploma of Business</i></b> 4 terms	<b><i>Diploma of Leadership and Management</i></b> 4 terms	<b><i>Diploma of Project Management</i></b> 4 terms
<b><i>Advanced Diploma</i></b>		<b><i>Advanced Diploma of Leadership and Management</i></b> 4 terms	<b><i>Advanced Diploma of Program Management</i></b> 4 terms

# Business & Administration

BSB30415 Certificate III in Business Administration  
BSB50215 Diploma of Business

**CURRENT  
QUALIFICATIONS**

## Course Description


Business Administration is the process of managing a business or non-profit organisation, so that it remains stable and continues to grow. With SELC's Business programs, you can learn fundamental administrative skills that will make you a valuable member of an office team. Students will be equipped with the skills needed to succeed in Business Administration and office-based roles, both in Australia and internationally.

### Career Opportunities


The skills gained in SELC's Business courses are transferrable across many jobs and industries. Potential career opportunities relevant to this qualification include:

- Administrative Assistant
- Office Administrator Assistant
- Junior Personal Assistant
- Receptionist
- Accounts Clerk
- Accounts Payable Clerk

## Sample Timetable

 Time	Mondays	Tuesdays
7:30am - 12:30pm	Lecture	Supported Learning (padlet)
12:30pm - 1:00pm	Break	Break
1:00pm - 2:45pm	Supported Learning (tutorial)	Supported Learning (padlet)

 Time	Mondays	Tuesdays
2:45pm - 4:30pm	Supported Learning (tutorial)	Supported Learning (padlet)
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Supported Learning (padlet)

SELC reserves the right to update or modify timetables at any time without prior notice.

 Daytime  Evening

## Course Calendar

Terms	2021	2022	2023
Term 1	25 Jan to 26 Mar	24 Jan to 25 Mar	30 Jan to 31 Mar
Break	3-week break	4-week break	3-week break
Term 2	19 Apr to 18 Jun	26 Apr to 24 Jun	24 Apr to 23 Jun
Break	3-week break	3-week break	3-week break
Term 3	12 Jul to 10 Sep	18 Jul to 16 Sep	17 Jul to 15 Sep
Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

## Qualification Structure & Course Content

This qualification applies to a range of work-based roles in varied contexts. Individuals gaining these skills can conduct meetings, coordinate work-based activities, establish support-based activities and identify work opportunities.

## Pathways from the Qualification

Upon successful completion of the Business Administration courses, students may gain employment in the Business industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.



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# MAKING A DIFFERENCE IN YOUR CAREER

## BSB30415 Certificate III in Business Administration (AQF - Level 3)

Current qualification

Module	Unit of Competency
Business Communication	BSBITU307 Develop keyboarding speed and accuracy
	BSBITU313 Design and produce digital text documents
	BSBADM302 Produce texts from notes
	BSBWRT301 Write simple documents
	BSBADM307 Organise schedules
Business Computing	BSBITU314 Design and produce spreadsheets
	BSBITU312 Create electronic presentations
	BSBITU309 Produce desktop published documents
	BSBITU306 Design and produce business documents
Customer Service	BSBWH5201 Contribute to health and safety of self and others
	BSBPRO301 Recommend products and services
	BSBCUS301 Deliver and monitor a service to customers
	BSBMMM301 Process customer complaints

### Course Duration

3 x 12-week terms (approximately 9 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB50215 Diploma of Business (AQF - Level 5)

Current qualification

Module	Unit of Competency
Manage the workplace	BSBADM502 Manage meetings
	BSBHRM513 Manage workforce planning
Coordinate advertising & manage activities	BSBADV503 Coordinate advertising research
	BSBPUB503 Manage fundraising and sponsorship activities
Manage & establish systems	BSBINN501 Establish systems that support innovation
	BSBINM501 Manage an information or knowledge management system
Analyse marketing opportunities & mix	BSBMKG501 Identify and evaluate marketing opportunities
	BSBMKG502 Establish and adjust the marketing mix

### Course Duration

4 x 12-week terms (approximately 9 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

# Leadership & Management

BSB42015 Certificate IV in Leadership and Management

BSB51918 Diploma of Leadership and Management

BSB61015 Advanced Diploma of Leadership and Management

**CURRENT  
QUALIFICATIONS**

## Course Description

Leadership and Management courses are suitable for those who aim to work as leaders and managers in a range of enterprise and industry contexts. Leadership and Management allows people to assume responsibility for their own performance as well as provide leadership, guidance and support for others. At the Diploma and Advanced Diploma level, individuals will display initiative and judgement for planning, organising, implementing and monitoring a variety of workloads to meet the organisational requirements.

### Career Opportunities

The skills gained in SELC's Leadership and Management courses are transferable across many jobs and industries. Potential career opportunities relevant to this qualification include:

- Leading Hand
- Team Leader
- Sales Team Coordinator
- Business or Sales Team Manager

## Sample Timetable

☀ Time	Mondays	Tuesdays
7:30am - 12:30pm	Lecture	Supported Learning (padlet)
12:30pm - 1:00pm	Break	Break
1:00pm - 2:45pm	Supported Learning (tutorial)	Supported Learning (padlet)

🌙 Time	Mondays	Tuesdays
2:45pm - 4:30pm	Supported Learning (tutorial)	Supported Learning (padlet)
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Supported Learning (padlet)

SELC reserves the right to update or modify timetables at any time without prior notice.

☀ Daytime 🌙 Evening

## Course Calendar

Terms	2021	2022	2023
Term 1	25 Jan to 26 Mar	24 Jan to 25 Mar	30 Jan to 31 Mar
Break	3-week break	4-week break	3-week break
Term 2	19 Apr to 18 Jun	26 Apr to 24 Jun	24 Apr to 23 Jun
Break	3-week break	3-week break	3-week break
Term 3	12 Jul to 10 Sep	18 Jul to 16 Sep	17 Jul to 15 Sep
Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

## Qualification Structure & Course Content

This course provides students with a wide range of skills to analyse, design, plan, execute and evaluate management functions. Individuals at this level display initiative and judgement in planning, organising and implementing a workload. The range of courses cater for beginners, through to those who currently have experience working on the frontline of management.

## Pathways from the Qualification

Upon successful completion of the Leadership and Management courses, students may gain employment in the Leadership and Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.



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# MAKING A DIFFERENCE IN YOUR CAREER

## BSB42015 Certificate IV in Leadership and Management (AQF - Level 4)

Current qualification for students who started prior to July 2021

Module	Unit of Competency
Research & implement a plan	BSBLDR402 Lead effective workplace relationships
	BSBMGT402 Implement operational plan
	BSBRES411 Analyse and present research information
	BSBINN301 Promote innovation in a team environment
Lead & mentor a team	BSBLDR403 Lead team effectiveness
	BSBWOR404 Develop work priorities
	TAEDEL404A Mentor in the workplace
	BSBCMM401 Make a presentation
Research & identify needs and opportunities	BSBLDR401 Communicate effectively as a workplace leader
	BSBCUS402 Address customer needs
	BSBINT401 Research international business opportunities
	BSBRISK401 Identify risk and apply risk management processes

### Course Duration

3 x 12-week terms (approximately 9 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB51918 Diploma of Leadership and Management (AQF - Level 5)

Current qualification for students who started prior to July 2021

Module	Unit of Competency
Manage the workplace	BSBADM502 Manage meetings
	BSBHRM513 Manage workforce planning
Develop & lead a diverse team	BSBLDR511 Develop and use emotional intelligence
	BSBWOR502 Lead and manage team effectiveness
	BSBLDR502 Lead and manage effective workplace relationships
	BSBLDR504 Implement diversity in the workplace
Establish innovative & informative systems	BSBINN501 Establish systems that support innovation
	BSBINM501 Manage an information or knowledge management system
Plan & manage the project	BSBMGT517 Manage operational plan
	BSBFIM501 Manage budgets and financial plans
	BSBRISK501 Manage risk
	BSBPMG522 Undertake project work

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB61015 Adv. Diploma of Leadership and Management (AQF - Level 6)

Current qualification for existing students and students starting in July 2021 (daytime or evening) or October 2021 (evening)

Module	Unit of Competency
Development & Leadership	BSBMGT615 Contribute to organisational development
	BSBMGT605 Provide leadership across the organisation
	BSBDIV601 Develop and implement diversity policy
Financial Planning	BSBRISK501 Manage risk
	BSBFIM601 Manage finances
	BSBHRM602 Manage human resources strategic planning
Innovation & Growth	BSBINN601 Lead and manage organisational change
	BSBMGT608 Manage innovation and continuous improvement
	BSBINM601 Manage knowledge and information
Business Strategy	BSBMKG609 Develop a marketing plan
	BSBMGT616 Develop and implement strategic plans
	BSBMGT617 Develop and implement a business plan

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

# Leadership & Management

BSB40520 Certificate IV in Leadership and Management

BSB50420 Diploma of Leadership and Management

BSB60420 Advanced Diploma of Leadership and Management

**NEW QUALIFICATIONS  
available from  
Term 3 (July) 2021**

## Course Description


Leadership and Management courses are suitable for those who aim to work as leaders and managers in a range of enterprise and industry contexts. Leadership and Management allows people to assume responsibility for their own performance as well as provide leadership, guidance and support for others. At the Diploma and Advanced Diploma level, individuals will display initiative and judgement for planning, organising, implementing and monitoring a variety of workloads to meet the organisational requirements.


### Career Opportunities

The skills gained in SELC's Leadership and Management courses are transferable across many jobs and industries. Potential career opportunities relevant to this qualification include:

- Leading Hand
- Team Leader
- Sales Team Coordinator
- Business or Sales Team Manager

## Sample Timetable

 Time	Mondays	Tuesdays
7:30am - 12:30pm	Lecture	Supported Learning (padlet)
12:30pm - 1:00pm	Break	Break
1:00pm - 2:45pm	Supported Learning (tutorial)	Supported Learning (padlet)

 Time	Mondays	Tuesdays
2:45pm - 4:30pm	Supported Learning (tutorial)	Supported Learning (padlet)
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Supported Learning (padlet)

SELC reserves the right to update or modify timetables at any time without prior notice.

 Daytime  Evening

## Course Calendar

Terms	2021	2022	2023
Term 1	25 Jan to 26 Mar	24 Jan to 25 Mar	30 Jan to 31 Mar
Break	3-week break	4-week break	3-week break
Term 2	19 Apr to 18 Jun	26 Apr to 24 Jun	24 Apr to 23 Jun
Break	3-week break	3-week break	3-week break
Term 3	12 Jul to 10 Sep	18 Jul to 16 Sep	17 Jul to 15 Sep
Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

## Qualification Structure & Course Content


This course provides students with a wide range of skills to analyse, design, plan, execute and evaluate management functions. Individuals at this level display initiative and judgement in planning, organising and implementing a workload. The range of courses cater for beginners, through to those who currently have experience working on the frontline of management.

## Pathways from the Qualification

Upon successful completion of the Leadership and Management courses, students may gain employment in the Leadership and Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

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## BSB40520 Certificate IV in Leadership and Management (AQF - Level 4)

New qualification from July 2021

Module	Unit of Competency
Workplace relationships & communications	BSBLDR413 Lead effective workplace relationships
	BSBOPS402 Coordinate business operational plans
	BSBXCM401 Apply communication strategies in the workplace
	BSBSTR401 Promote innovation in team environments
Lead individual & team effectiveness	BSBLDR411 Demonstrate leadership in the workplace
	TAEDEL404 Mentor in the workplace
	BSBLDR414 Lead team effectiveness
	BSBPEF402 Develop personal work priorities
Business operations	BSBSUS411 Implement and monitor environmentally sustainable work practices
	BSBLDR412 Communicate effectively as a workplace leader
	BSBXTW401 Lead and facilitate a team
	BSBOPS403 Apply business risk management processes

### Course Duration

3 x 12-week terms (approximately 9 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB50420 Diploma of Leadership and Management (AQF - Level 5)

New qualification from July 2021

Module	Unit of Competency
Lead & manage people performance	BSBCMM511 Communicate with influence
	BSBLDR522 Manage people performance
	BSBLDR523 Lead and manage effective workplace relationships
Develop critical thinking & use emotional intelligence	BSBCRT511 Develop critical thinking in others
	BSBPEF502 Develop and use emotional intelligence
	BSBTWK502 Manage team effectiveness
Professional development & innovation	BSBPEF501 Manage personal and professional development
	BSBSTR501 Establish innovative work environments
	BSBFIN501 Manage budgets and financial plans
Manage business & communication	BSBOPS502 Manage business operational plans
	BSBOPS504 Manage business risk
	BSBTWK503 Manage meetings

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB60420 Adv. Diploma of Leadership and Management (AQF - Level 6)

New qualification for students starting in October 2021 (daytime)

Module	Unit of Competency
Development & leadership	BSBPMG637 Engage in collaborative alliances
	BSBLDR602 Provide leadership across the organisation
Workforce planning	BSBCRT611 Apply critical thinking for complex problem solving
	BSBHRM614 Contribute to strategic workforce planning
Innovation & growth	BSBINS601 Manage knowledge and information
	BSBLDR601 Lead and manage organisational change
	BSBSTR601 Manage innovation and continuous improvement
Business strategy	BSBSTR602 Develop organisational strategies
	BSBOPS601 Develop and implement business plans
	BSBMKG623 Develop marketing plans

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above
- A recognised Diploma course

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

# Project & Program Management

BSB41515 Certificate IV in Project Management Practice

BSB51415 Diploma of Project Management

BSB61218 Advanced Diploma of Program Management

**CURRENT  
QUALIFICATIONS**

## Course Description

Project Management is suitable for individuals who are able to identify and apply project management skills and knowledge in a variety of contexts. Project managers work as part of a team using a range of project management tools and methodologies to support organisational or business activities.

### Career Opportunities

The skills gained in SELC's Project and Program Management courses are transferrable across many jobs and industries. Potential career opportunities relevant to these qualifications include:

- Contracts Officer
- Project Administrator
- Project Team Member or Manager
- Program Manager

## Sample Timetable

☀ Time	Mondays	Tuesdays
7:30am - 12:30pm	Lecture	Supported Learning (padlet)
12:30pm - 1:00pm	Break	Break
1:00pm - 2:45pm	Supported Learning (tutorial)	Supported Learning (padlet)

🌙 Time	Mondays	Tuesdays
2:45pm - 4:30pm	Supported Learning (tutorial)	Supported Learning (padlet)
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Supported Learning (padlet)

SELC reserves the right to update or modify timetables at any time without prior notice.

☀ Daytime 🌙 Evening

## Course Calendar

Terms	2021	2022	2023
Term 1	25 Jan to 26 Mar	24 Jan to 25 Mar	30 Jan to 31 Mar
Break	3-week break	4-week break	3-week break
Term 2	19 Apr to 18 Jun	26 Apr to 24 Jun	24 Apr to 23 Jun
Break	3-week break	3-week break	3-week break
Term 3	12 Jul to 10 Sep	18 Jul to 16 Sep	17 Jul to 15 Sep
Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

## Qualification Structure & Course Content

This course allows students to practise applying skills needed to participate in a project management team. They will be exposed to a range of techniques that can be applied to individual aspects of projects, including human resources and risk management skills. The Diploma and Advanced Diploma provide further opportunities for students to learn about collaborating, implementing change and leading others.

## Pathways from the Qualifications

Upon successful completion of the Project & Program Management courses, students may gain employment in the Project Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.



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# MAKING A DIFFERENCE IN YOUR CAREER

## BSB41515 Certificate IV in Project Management Practice (AQF - Level 4)

Current qualification for existing students and students starting in July or Oct 2021

Module	Unit of Competency
Project Initiation	BSBPMG409 Apply project scope management techniques
	BSBPMG417 Apply project life cycle management processes
	BSBPMG412 Apply project cost management techniques
Project Communication	BSBPMG411 Apply project quality management techniques
	BSBPMG418 Apply project stakeholder engagement techniques
	BSBCUE405 Survey stakeholders to gather and record information
Project Management	BSBPMG410 Apply project time management techniques
	BSBPMG413 Apply project human resources management approaches
	BSBPMG415 Apply project risk management techniques

### Course Duration

3 x 12-week terms (approximately 9 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

Nationally recognised qualification under the Australian Qualifications Framework (AQF)

## BSB51415 Diploma of Project Management (AQF - Level 5)

Current qualification for existing students and students starting in July or Oct 2021

Module	Unit of Competency
Fundamentals	BSBPMG519 Manage project stakeholder engagement
	BSBPMG511 Manage project scope
	BSBPMG521 Manage project integration
Teamwork	BSBWOR502 Lead and manage team effectiveness
	BSBPMG516 Manage project information and communication
	BSBPMG515 Manage project human resources
Governance	BSBPMG517 Manage project risk
	BSBMGT516 Facilitate continuous improvement
	BSBPMG520 Manage project governance
Resources	BSBPMG512 Manage project time
	BSBPMG513 Manage project quality
	BSBPMG514 Manage project cost

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

Nationally recognised qualification under the Australian Qualifications Framework (AQF)

## BSB61218 Advanced Diploma of Program Management (AQF - Level 6)

Current qualification for existing students and students starting in July 2021 (evening)

Module	Unit of Competency
Manage the program	BSBPMG610 Enable program execution
	BSBPMG616 Manage program risk
	BSBMGT520 Plan and manage the flexible workforce
Engage & lead the program	BSBPMG621 Facilitate stakeholder engagement
	BSBPMG624 Engage in collaborative alliances
	BSBPMG617 Provide leadership for the program
Program Governance & Change	BSBPMG622 Implement program governance
	ICTICT602 Develop contracts and manage contracted performance
	BSBINN601 Lead and manage organisational change
Develop the Program	BSBPMG623 Manage benefits
	PSPMGT006 Develop a business case
	BSBFIM601 Manage finances

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above
- Diploma of Project Management **OR** two years equivalent full-time work experience at a significant level within a project or program management environment

Nationally recognised qualification under the Australian Qualifications Framework (AQF)

# Project & Program Management

BSB40920 Certificate IV in Project Management Practice  
BSB50820 Diploma of Project Management  
BSB60720 Advanced Diploma of Program Management

**NEW QUALIFICATIONS**  
**available from**  
**Term 3 (July) 2021**

## Course Description

Project Management is suitable for individuals who are able to identify and apply project management skills and knowledge in a variety of contexts. Project managers work as part of a team using a range of project management tools and methodologies to support organisational or business activities.

### Career Opportunities

The skills gained in SELC's Project and Program Management courses are transferrable across many jobs and industries. Potential career opportunities relevant to these qualifications include:

- Contracts Officer
- Project Administrator
- Project Team Member or Manager
- Program Manager

## Sample Timetable

☀ Time	Mondays	Tuesdays
7:30am - 12:30pm	Lecture	Supported Learning (padlet)
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☀ Daytime 🌙 Evening

## Course Calendar

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Break	3-week break	3-week break	3-week break
Term 4	5 Oct to 3 Dec	10 Oct to 9 Dec	9 Oct to 8 Dec
Break	7-week break	7-week break	7-week break

## Qualification Structure & Course Content

This course allows students to practise applying skills needed to participate in a project management team. They will be exposed to a range of techniques that can be applied to individual aspects of projects, including human resources and risk management skills. The Diploma and Advanced Diploma provide further opportunities for students to learn about collaborating, implementing change and leading others.

## Pathways from the Qualifications

Upon successful completion of the Project & Program Management courses, students may gain employment in the Project Management industry or enrol into a tertiary institution in a related Diploma, Advanced Diploma or Bachelor Degree course.

## Training and Assessment

All vocational courses are assessed through a combination of assessment types that may include written assignments, case studies, reports, group tasks, portfolios and/or presentations. Students must successfully pass all units to complete the qualification.

# MAKING A DIFFERENCE IN YOUR CAREER

## BSB40920 Certificate IV in Project Management Practice (AQF - Level 4)

New qualification from 2022

Module	Unit of Competency
Project planning	BSBPMG420 Apply project scope management techniques
	BSBPMG423 Apply project cost management techniques
	BSBPMG428 Apply project life cycle management processes
Project communication	BSBLDR413 Lead effective workplace relationships
	BSBPMG422 Apply project quality management techniques
	BSBPMG429 Apply project stakeholder engagement techniques
Project management	BSBPMG421 Apply project time management techniques
	BSBPMG426 Apply project risk management techniques
	BSBPMG424 Apply project human resources management approaches

### Course Duration

3 x 12-week terms (approximately 9 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB50820 Diploma of Project Management (AQF - Level 5)

New qualification from 2022

Module	Unit of Competency
Fundamentals	BSBPMG530 Manage project scope
	BSBPMG538 Manage project stakeholder engagement
	BSBPMG540 Manage project integration
Teamwork	BSBPMG534 Manage project human resources
	BSBPMG535 Manage project information and communication
	BSBTWK502 Manage team effectiveness
Governance	BSBPMG536 Manage project risk
	BSBSTR502 Facilitate continuous improvement
	BSBPMG539 Manage project governance
Resources	BSBPMG531 Manage project time
	BSBPMG532 Manage project quality
	BSBPMG533 Manage project cost

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*

## BSB60720 Advanced Diploma of Program Management (AQF - Level 6)

New qualification for students starting in July 2021 (daytime) or Oct 2021 (evening)

Module	Unit of Competency
Manage the program	BSBCRT611 Apply critical thinking for complex problem solving
	BSBPMG630 Enable program execution
	BSBPMG632 Manage program risk
Engage & lead the program	BSBPMG633 Provide leadership for the program
	BSBPMG634 Facilitate stakeholder engagement
	BSBPMG637 Engage in collaborative alliances
Program governance & change	BSBLDR601 Lead and manage organisational change
	BSBPMG635 Implement program governance
	ICTICT612 Develop contracts and manage contract performance
Develop the Program	BSBPMG636 Manage benefits
	PSPMG006 Develop a business case
	BSBSTR601 Manage innovation and continuous improvement

### Course Duration

4 x 12-week terms (approximately 12 months)

### Course Delivery

**Blended:** 67% face-to-face tuition  
(currently integrated eLearning due to COVID-19)  
33% online

### Entry Requirements

- Year 12 (or equivalent) and above
- IELTS 5.5 (or equivalent) and above
- Diploma of Project Management **OR** two years equivalent full-time work experience at a significant level within a project or program management environment

*Nationally recognised qualification under the Australian Qualifications Framework (AQF)*



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