

**BSB60720
ADVANCED DIPLOMA**

of Program Management



Take your project and program management skills to an advanced level and make yourself a highly-prized leader.

Your specialised skills and knowledge will mean you can successfully manage a program – a set of interrelated projects, each of which has a project manager – across a range of enterprise and industry contexts.

Learning Outcomes


Through this course, you will gain fundamental skills and knowledge to:

- Execute a program successfully
- Implement program governance
- Manage change and risk in an organisation
- Lead a team and encourage innovation
- Apply critical thinking to solve problems

Career Opportunities

Upon graduation, your newly acquired skillset means you could develop your career as a/an:

- Project Director
- Project Manager
- Project Management Section Leader
- Program Manager



Why choose ELC Career College?

As one of Australia's most established colleges, we know how to cater for all your needs.

- Over 35 years' experience teaching and supporting students, so you can feel confident you will be in good hands
- Ideal city centre location
- Large college premises with modern learning facilities and comfortable break out areas for eating, relaxing, socialising as well as quiet study
- Trainers highly experienced both in their area of expertise and teaching
- Courses custom-designed to focus on real-world career skills
- Unique methodology to keep you engaged and motivated
- Course package options for long-term study pathways
- Payment plans available to manage your budget
- Timetable options to suit your lifestyle



The experts in international education

ELC Career College has earned a reputation for delivering quality tuition in English and vocational education for international students. We have strategies in place to make it easy for you to achieve your further study goals, including:

- Course units carefully selected for a global audience
- Extra support and practical tasks to help you understand your lessons
- Trainers specialised in teaching non-native English speakers

Focus on 21st Century skills



All our courses are founded on the blend of 3 essential features



Workplace Communications

The verbal and written communication skills needed to do your job effectively, create a positive impression and make an impact.



Business Competence

The knowledge required to engage in, lead and manage the operations of a business.



Transferable Skills

Skills highly valued by employers that will give you an edge in whatever job you do.

Course Units

Module A - Manage the program

Unit Name	Unit Description
BSBCRT611 Apply critical thinking for complex problem solving	This unit will teach you to develop structured and innovative solutions to overcome complex organisational issues. You will learn to facilitate brainstorming sessions with your team, evaluate solutions for advantages and limitations, and refine your solution ready for implementation.
BSBPMG630 Enable program execution	Master your skills in effective implementation of a program, including establishing objectives and parameters, shaping and sustaining the execution approach, establishing program governance and finalising financial, legal and contractual obligations.
BSBPMG632 Manage program risk	Advance your skills in managing risks that might affect program deliverables and organisational objectives. You'll learn to direct the planning and management of program risks, execute risk-control methods, and assess risk management outcomes for both the program and the organisation.

Module B - Engage & lead the program

Unit Name	Unit Description
BSBPMG633 Provide leadership for the program	A program management course wouldn't be complete without a leadership component. This unit will teach you leadership strategies to motivate and inspire others to work constructively towards successful completion of a program and attainment of program benefits. You'll do this through consolidation of the program vision, managing risks and supporting staff.
BSBPMG634 Facilitate stakeholder engagement	Advance your skills and knowledge required to work with stakeholders to achieve the desired program benefits. This involves consistent and effective communication with stakeholders, investigation and documentation of the interests and expectations of key stakeholders, and implementation of strategies that influence ongoing stakeholder commitment to the program.
BSBPMG637 Engage in collaborative alliances	Learn to identify opportunities and forge mutually beneficial alliances with organisations that have shared interests. Build the skills required to prepare and negotiate agreements, in a way that the parties operate as partners with a high degree of joint decision-making. Analyse how to monitor and nurture these relationships and make changes as required.

Module C - Program governance & change





Unit Name	Unit Description
BSBLDR601 Lead and manage organisational change	The skills and knowledge developed in this unit are crucial for a successful manager. You will learn to develop and implement a change management strategy by identifying requirements according to the objectives, performance gaps, opportunities and threats. Build your skills to assess risks and benefits presented by each of these requirements.
BSBPMG635 Implement program governance	Master the skills and knowledge required to establish and implement governance requirements to ensure effective program management. Learn to facilitate effective decision making and accountability, implement systems for decision-making and management, ensure program compliance and enable program support services.
ICTICT612 Develop contracts and manage contract performance	Learn the key skills to negotiate and document contractual arrangements between clients and vendors. Advance your knowledge and capacity to monitor and manage performance of clients and vendors against the agreed contractual obligations, and facilitate negotiations to resolve any issues or misunderstandings.

Module D - Develop the program

Unit Name	Unit Description
BSBSTR601 Manage innovation and continuous improvement	This unit will equip you with the skills required to develop and sustain an environment in which continuous improvement, innovation and learning are encouraged and rewarded. Learn to coach others to be innovative, implement creative new processes, identify learning opportunities for team members, and evaluate continuous improvement systems.
BSBPMG636 Manage benefits	Learn the skills required to manage the attainment of program benefits, ensuring that they are identified and realised when and as expected. Advance your knowledge in identifying benefits and trade-offs, executing processes to deliver the expected benefits, as well as sustaining the attainment of benefits and regularly evaluating this.
PSPMG006 Develop a business case	This unit will teach you the process for developing appropriate and cost-effective business solutions. Build your skills in performing market analysis, evaluating business and technical impacts and risks, exploring the impacts on community, environment and human resources, and making justified recommendations for your case.



Delivery Mode

 Lecture	 Tutorial <i>(Supported learning)</i>	 Workshop <i>(Supported learning)</i>	 Self-paced online learning
5hrs/w Live lectures delivered by trainers with real life experience	1hr45/w Small classes focused on developing and practising key capabilities required for assessment	6hr45/w Collaborative tasks aimed at applying skills and knowledge in simulated workplace conditions	6hr30/w Structured activities available from our e-learning platform, designed to reinforce skills acquisition
On campus			Online

Timetable

Time	Monday	Thursday
2:45pm - 4:30pm	Tutorial	Workshop
4:30pm - 5:00pm	Break	Break
5:00pm - 10:00pm	Lecture	Workshop

NB: Timetables are subject to change.

Resources

Our resources are carefully developed to meet the needs of international students: they include extra support and practical tasks to help you understand the content clearly. All course materials and workbooks are available to download for free from your e-learning platform.

Assessment

You will be assessed through a combination of assessment types such as written assignments, case studies, reports, group tasks, portfolios and presentations. You must successfully pass all units to complete the qualification.

Program Dates

This qualification is delivered over **4 terms** of **9 weeks**.

Your exact enrolment and break lengths depend on your start date, as detailed below:

	COURSE START DATE	COURSE END DATE	STUDY WEEKS	SCHEDULED BREAKS	TOTAL ENROLMENT LENGTH	
CHOOSE BETWEEN 8 INTAKES IN 2024	January	29 Jan 2024	6 Dec 2024	36 weeks	9 weeks	45 weeks
	<i>*February</i>	26 Feb 2024	21 Feb 2025	36 weeks	16 weeks	52 weeks
	April	22 Apr 2024	28 Mar 2025	36 weeks	13 weeks	49 weeks
	<i>*May</i>	20 May 2024	16 May 2025	36 weeks	16 weeks	52 weeks
	July	15 July 2024	20 June 2025	36 weeks	13 weeks	49 weeks
	<i>*August</i>	12 Aug 2024	8 Aug 2025	36 weeks	16 weeks	52 weeks
	October	8 Oct 2024	12 Sept 2025	36 weeks	13 weeks	49 weeks
	<i>*November</i>	4 Nov 2024	31 Oct 2025	36 weeks	16 weeks	52 weeks

*The February, May, August and November intakes are mid-term intakes, with a mid-term course end date.

Entry Requirements

Age	Be aged 18 years or over
Academic	Successful completion of Australian Year 12 or international equivalent
English Level	IELTS proficiency level of 5.5 or above or equivalent
Pre-requisite	Diploma of Project Management (BSB50820 or BSB51415) or equivalent work experience

Note that students are expected to bring their own laptop or tablet for home and classroom use.

Package Options

Most of our students choose to enrol into 2 or more courses, packaged up in 1 student visa:



Need English?

Study at our English school, English Language Company



Want to prepare for this course?

The Diploma of Project Management is a required foundation for this course.



Want to mix and match?

You can combine this course with other qualifications in Business or Leadership and Management



Get social with us



@elccareercollege

Interested?

To enrol, ask us questions or learn more about our wide range of programs, multiple package options, unique methodology, trainers' experience, welcoming premises, modern facilities or latest promotions, head to our website: www.elc.edu.au/vocational/

Already in Sydney? Come in for a campus tour with one of our friendly course advisors: we are ideally located in the heart of Sydney, across the road from Town Hall station!



BSB60720 Advanced Diploma of Program Management (AQF – Level 6) is a nationally recognised qualification under the Australian Qualifications Framework (AQF).

CRICOS course code: 104466A

ELC Career College Pty Ltd

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