



# EVOLVE LEARNING INSTITUTE



**BSB50820**

# Diploma of Project Management

Release: 1 | Release Date: 19 October 2020



**Nationally Recognised Qualification**

## What you Will Learn

In this course at Evolve Learning Institute (ELI), you'll build practical skills and knowledge to:

- Plan and control project delivery by defining scope, schedule, budget, and quality requirements.
- Manage risk and governance through risk treatment, oversight processes, and controlled decision-making.
- Engage stakeholders and communicate effectively by managing expectations, information, and communication processes.
- Lead and manage project people by planning resources, developing the team, and improving team performance.
- Manage procurement and suppliers by selecting vendors, negotiating terms, and monitoring supplier delivery.
- Integrate the full project by coordinating all functions to align with organisational objectives.

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020

## Course Description

This nationally recognised 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.

### Possible Career Outcomes

This nationally recognised qualification provides a pathway to pursue work in a variety of roles, including:

- Project Contract Manager
- Project Leader/Team Leader
- Project Manager (industry-specific)
- Project Vendor Manager.

## Entry Requirements

Before enrolling in this course, you will need to meet the following entry requirements:

- You must be 18 years or older.
- You may need to complete a Language, Literacy, Numeracy, and Digital (LLND) Assessment. This will be determined during the pre-enrolment process. This assessment helps make sure you have the language, reading, writing, and digital skills needed to succeed in the course.

## Selection Criteria

To get the most out of this course, you should have the following foundation skills:



### Reading & Writing

You should be able to read and understand a range of written information and clearly express yourself in writing across different types of tasks.



### Numeracy & Mathematics

You should be comfortable working with numbers, using basic formulas, and understanding common mathematical symbols and conventions.



### Digital Literacy

You will need access to a computer or tablet, reliable internet, and common software to view learning materials, complete tasks, and submit assessments.



### Oral Communication

You will need to listen and respond to spoken instructions or discussions, including some unfamiliar topics, in a range of situations.

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020



## Units of Competency

Code	Title
BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG533	Manage project cost
BSBPMG532	Manage project quality
BSBPMG536	Manage project risk
BSBPMG538	Manage project stakeholder engagement
BSBPMG535	Manage project information and communication
BSBPMG534	Manage project human resources
BSBTWK502	Manage team effectiveness
BSBPMG537	Manage project procurement
BSBPMG540	Manage project integration
BSBPMG539	Manage project governance

The RTO reserves the right to adjust elective units to meet training package requirements.

Please refer to the Enrolment Form for terms and conditions.

## Course Duration & Online Delivery

We offer two flexible online learning methods to suit different study styles and schedules:



### Delivery Mode 1: Self-paced with Support

- With this mode, you can progress through our qualifications at your own pace, fitting your study around your personal and work commitments. You will have 24/7 access to your online learning materials with the flexibility to create a study schedule that works for you. While this method offers you the freedom to learn when it suits you best, it is important to maintain consistent study habits to achieve your course goals. To support your learning journey, you will receive a personalised training plan to help you stay on track.



### Delivery Mode 2: Self-paced with Support + Virtual Classroom Sessions

- This mode also allows you to learn at your own pace, but each unit follows a predefined duration to align with our virtual classroom sessions. This structure integrates live support sessions within the self-paced learning framework, providing a balanced approach to your studies.
- **Virtual Classroom Sessions:** Our one-hour virtual classroom sessions are designed to reinforce your learning, offering further explanations on key topics and promoting continuous support to keep you on track. You can submit questions in advance, allowing trainers to prepare comprehensive answers that will be responded to during the Dedicated Clarification Session. Active participation is encouraged to enhance your understanding. If you can not attend a session, do not worry—sessions will be recorded for you to watch later.
- **Virtual Classroom Delivery Schedule:** Our virtual sessions are scheduled every two weeks (fortnightly) during the unit. For example:
  - If a unit runs for 3 weeks, you will have 1 virtual session (held in week 2).
  - If a unit runs for 5 weeks, you will have 2 virtual sessions (one in week 2 and another in week 4).

This consistent and supportive structure ensures you get timely, accessible guidance throughout your learning.

*Please note: Some units may run longer than others. For exact dates of sessions, please contact student support: [support@evolveli.com.au](mailto:support@evolveli.com.au)*

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020

## Course Inclusions by Delivery Mode (and Fees)

Features	Delivery Mode 1 \$ 4,100	Delivery Mode 2 \$5,290
24/7 access to online learning materials and assessments	Yes	Yes
Recorded onboarding induction and setup support	Yes	Yes
Chapter recap videos to reinforce key learning	Yes	Yes
Recorded assessment walkthroughs and submission guidance	Yes	Yes
Personalised Training Plan to keep you on track	Yes	Yes
Unlimited trainer support via phone, email, or online 1:1 sessions Access to Trainers: Mon – Thurs 9 am - 7 pm, Fri 9 am – 5 pm and Sat 9 am - 12 pm ACST (based on availability, calendar bookings are essential)	Yes	Yes
Unlimited Student Support Officer help for general, financial, and technical queries	Yes	Yes
Regular progress check-ins to support progress	Yes	Yes
Access to resource forums such as; Learning and Knowledge, Self-Paced Study Strategies, Wellbeing and Mental Health Strategies, and more	Yes	Yes
Wellbeing support if required	Yes	Yes
RPL or Credit Transfer recognition (where applicable and RPL subject to fees)	Yes	Yes
Scheduled virtual classroom training sessions	No	Yes
Recorded virtual classes to catch up if you miss live sessions	No	Yes

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020

## Payment Structure

- **Administration Fee**
  - A non-refundable Administration Fee of \$150 is to be paid with the deposit. This is included in the full deposit and is not additional to the payment plan below.
- **Payment Plan**
  - Deposit, to be paid prior to course commencement: \$250:
    - Delivery Mode 1: \$89.54 per week.
    - or
    - Delivery Mode 2: \$117.21 per week.
- **Additional Fees**
  - ELI charges no additional course fees for standard enrolment.



## Student Time Commitment

At ELI, we understand students are often juggling work, family, sport and other commitments, and finding study time can feel daunting. Our courses are designed to be flexible, so you can work through your learning at a pace that suits you. To help you succeed, we recommend setting aside at least 12 hours per week for your studies. This may include reviewing course materials, participating in discussions or forums, practising new skills, and completing assessments—regular study time will help you stay on track and build strong, practical skills throughout the course.

If 12 hours per week isn't achievable, you can chat with our Student Support Officers. They can help you plan your study and tailor your Training Plan to fit your schedule within your enrolment period, noting that a lower weekly study commitment may extend your overall course duration.

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020

**Course duration vs enrolment period:** The course duration refers to the total time over which training and assessment are delivered. The enrolment period refers to the total timeframe you remain formally enrolled in the course.

This Training Product will be delivered using the following optional pathways:

**Delivery Mode 1:** Average of 12 hours per week:

- Course duration: 12-18 months.
- Enrolment period: 18 months.
- Virtual Classroom Sessions: No
- Start time: You can enrol and start at any time that suits you.

**Delivery Mode 2:** Average of 12 hours per week:

- Course duration: 12-18 months.
- Enrolment period: 18 months.
- Virtual Classroom Sessions: Yes.
- Start time: Courses follow a scheduled timetable—please check our website for the next intake.

**Delivery Location:**

- Online delivery via an online learning platform.





## Student Support Services

At ELI, you will have access to support throughout your studies — from our dedicated Trainers, Student Support Officers, and a range of online learning resources designed to help you stay confident, capable, and on track.

### Student–Trainer interactions and academic support (learning + assessments)

- Our trainers are industry-experienced and can support you with course and assessment questions via phone, email, or scheduled one-on-one sessions.
- You can book unlimited one-on-one trainer sessions for personalised guidance and assessment support.
- We know many students work or have daytime commitments, so after-hours sessions may be available (subject to availability).
  - Trainer bookings are available:  
Monday – Thursday 9 am–7 pm, Friday 9 am–5 pm and Saturdays 9 am–12 pm (ACST). Bookings are essential and can be made via our calendar system or by contacting Student Support.
- Your course includes recorded recap sessions to reinforce key learning and provide additional perspectives.
- Recorded Assessment Walkthroughs are available through the LMS to help you understand requirements and prepare confidently.

### Check-ins and progress support

- Your trainer will monitor your progress, and our team will check in regularly to help you stay on track with your training plan.

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020

## Forums and learning resources

- You will have access to student forums during your enrolment period to support a holistic learning environment.

## Learning needs support (LLN + digital skills), disability or additional needs

- During enrolment, we will check your Language, Literacy, Numeracy and Digital skills to identify any learning needs we may be able to support. Where appropriate, we can adjust your training plan to better suit your needs.
- We are committed to supporting students with disabilities or additional needs. To learn more, please refer to our Student Handbook or speak to your trainer or Student Support.

## Wellbeing support

- If you need personal support, you can speak with your trainer confidentially. If appropriate, we may refer you to external wellbeing support services.

## Student Support Officer assistance (admin + finance + systems)

- Our Student Support Officers can help with general queries, financial questions, and support using the student management system and learner portal.



## Work Integrated Learning (WIL)

Work Integrated Learning (WIL) is a structured learning activity that helps you develop practical, job-ready skills through realistic workplace tasks—either in a simulated environment or, where appropriate, in your own workplace (this is not a work placement).

- **ELI simulated business option:** ELI provides access to a simulated business environment with realistic workplace scenarios, policies, procedures and templates to help you apply theory to practice and complete assessment tasks to an industry standard.
- **Workplace option** (if applicable): If you are currently employed and WIL is suitable for your qualification and role, you may be able to use your workplace to complete relevant tasks with ELI approval (evidence and other requirements apply). Contact Student Support for more information.

## Assessment Information

Assessment methods may include (depending on the unit and your learning pathway):



### Observation/Practical Skills

Your assessor observes you completing tasks using a checklist in a simulated or real workplace.



### Oral Questioning

Your assessor asks questions to confirm your understanding and how you apply knowledge in real situations.



### Written

You complete written tasks (short answers, scenarios, multiple choice) to demonstrate your understanding of course content.



### Case Studies

You respond to realistic scenarios to show how you would apply skills and solve workplace problems.



### Portfolio of Evidence

You compile documents (e.g., resume, reports, forms) to demonstrate competence, often supporting RPL.



### Simulated

You complete realistic workplace tasks in a controlled environment to demonstrate practical skills and problem-solving.

To be awarded this qualification, you will need to successfully complete all required assessment tasks for each unit in the course. Your assessor will determine your competency based on how well you meet the requirements of the national training package. This means showing that you have the skills and knowledge to perform to industry standards.

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020



## Refund Policy

Refer to the Enrolment Agreement or Student Handbook for full terms, including refund conditions and withdrawal procedures. Refunds may be made in the following circumstances:

- Participants have overpaid.
- Participants enrolled in training that the RTO has terminated.
- Participant advises the RTO prior to course commencement that they are withdrawing from the course.
- If the participant withdraws from a course or program prior to course commencement due to illness or extreme hardship, as determined by the RTO.
- In the event that the RTO fails to provide the agreed services.

## Resources Provided by ELI

All your learning materials and assessment tasks will be available through our online Learning Management System (LMS). You will receive a unique login and password to access everything you need.

Our approach includes project-based learning, where you will work through real-world tasks using:

- Digital workspaces.
- Virtual classroom activities (for students in Delivery Mode 2).
- Recorded presentations.
- Case studies.

You will also carry out research and apply current legislation, industry standards, and organisational policies as part of your coursework to ensure your learning is practical and industry-relevant.

# BSB50820 – Diploma of Project Management

Release: 1 | Release Date: 19 October 2020

## Resources Provided by the VET Student

To participate in the course, you will need to provide your own digital device and ensure you have:

- Reliable internet access.
- An active email address.
- A web browser like Google Chrome.
- Microsoft Word and PowerPoint (or similar applications).
- Adobe Acrobat Reader.
- A device with video recording capabilities for submitting assessments where required.
- Up-to-date antivirus software for security.
- Web camera (for Delivery Mode 2 only – used for Virtual Classroom Sessions).

These tools will help you access your course materials, complete your assessments, and stay connected throughout your training.

## Recognition of Prior Learning & Credit Transfer

If you have relevant work, training, or life experience, you may be eligible for Recognition of Prior Learning (RPL), where your skills are assessed against unit requirements and RPL may be granted. If you've completed equivalent study with an RTO or authorised provider, you may be eligible for Credit Transfer and may not need to repeat the unit. Credit Transfer requires verifiable AQF certification documentation or an authenticated VET transcript. For more information (including RPL fees), visit our website, refer to the Student Handbook, or contact Evolve Learning Institute.

