

AMCA Accredited Qualification

**BSB50820**

# Diploma of Project Management



Find out more  
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[amca.com.au](http://amca.com.au)



## BSB50820 Diploma of Project Management

### Overview

The AMCA Diploma of Project Management is a nationally accredited course that provides industry specific training for individuals that are in a project management role in the air-conditioning, engineering and mechanical services industry.

### AMCA Australia delivers a program that gives middle and upper-level management personnel:

- information and aids to help them manage more effectively
- builds on their industry experience and improves their management skills
- provides formal recognition for the management skills they have already achieved and will further develop in this course.

In summary, the course provides students with intensive in-depth training in the fundamentals of managing for profit in this industry

### Participant prerequisites

Those who will gain the most are students who have had experience managing small to medium projects.

This course enables those with exposure to construction, service and facilities management to very quickly increase their skills so they can take on bigger and more challenging work with confidence.

- It is highly preferable that applicants have at least one year in a project management role as access to current projects is required to complete assessment activities

or

- Hold the Certificate IV in Project Management Practice qualification with a preference of 2 years of project management environment experience

### How to apply

To register your expression of interest please email [training@amca.com.au](mailto:training@amca.com.au) or head to [amca.com.au/AccreditedQualifications](http://amca.com.au/AccreditedQualifications).

Applicants are required to take an online suitability questionnaire and a face-to-face interview to assess the suitability of the course to their needs. This will include a language, literacy, and numeracy assessment (LL&N).

### AMCA project management course

This course exposes those responsible for managing cost centres to systematic strategies for achieving better and more profitable outcomes.

Course work covers aspects of management including:

- Planning, OHS, risk assessment, human resource management (HRM), productivity improvements, scheduling, communication, negotiation skills and environmental management.
- Managers will value the skills they learn by sharing experiences with their peers and other professionals in the field.
- Through their involvement, each person participates in multi-disciplinary course activities with specialist trainers and industry personnel who have diverse experience.
- Students benefit from the immediate payback the program provides. It is recommended that students decide on their personal action plans and goals prior to beginning the program. Such goals may range from improving cost control, completion timeframes to variations and extensions of time needed to protect profitability

## Diverse presenters

This course also brings together high-quality specialist trainers and leading contractors. This strategically assembled team provides expertise in the day-to-day aspects of construction industry management, as well as the most advanced concepts in project management principles and technology developments.

## Duration & delivery

The course duration is 20 weeks with classes that incorporate a traditional face to face delivery, distance learning such as activities with an average of minimum 12hrs/week of self-directed learning.

Face to face delivery is held over two blocks consisting of 4.5 days each that are held at AMCA Australia (Burwood) in Melbourne. During this week students are also required to complete activities in their own time, this may take up to two hours each day

This course incorporates group work activities and discussions. Attendance is mandatory as knowledge sharing and exchange of ideas for industry expertise is a key component.

Most of the assessments are completed in the workplace following face to face training

Modern, efficient training facilities and the latest in learning technologies and equipment are available to ensure students have the ideal learning environment away from the demands and distractions of the workplace.

Flexibility associated with face-to-face classes may be required due to COVID restrictions, whereby classes may be postponed or delivered online

## Qualification awarded

Upon successful completion of all the assessment requirements of each unit, the student will be issued with a Diploma of Project Management and accompanying certificate. Those students who do not complete this course will still receive a Statement of Attainment for the units successfully completed.

## Student handbook

For further information about our training policies & procedures please refer to the AMCA Student Handbook. You will find details of how the following policies relate to our students. The AMCA Student Handbook is available for download via AMCA Australia's website & Learning Management System (LMS).

## AMCA refund and cancellation policy

\*A full refund of \$1,500 of the enrolment fee will be given if AMCA is notified in writing within 10 working days of the course commencement date. Participant substitutions will be considered if they fit the course criteria and notification must be in writing to AMCA. AMCA Reserves the right to cancel, postpone or reschedule due to insufficient registrations or other reasons beyond their control.

## Course structure

### BSB50820 Diploma of Project Management

Core units	
BSBPMG530	Manage project scope
BSBPMG531	Manage project time
BSBPMG532	Manage project quality
BSBPMG533	Manage project cost
BSBPMG534	Manage project human resources
BSBPMG535	Manage project information and communication
BSBPMG536	Manage project risk
BSBPMG540	Manage project integration
Elective units	
BSBSTR502	Facilitate continuous improvement
BSBPMG537	Manage project procurement
BSBPMG538	Manage project stakeholder engagement
BSBPMG539	Manage project governance

## Fee structure

### BSB50820 Diploma of Project Management

Course cost includes course materials, morning/afternoon teas and lunches. Course cost **DOES NOT** include airfares and accommodation.

Payment schedule		
	Non-member pricing	AMCA Member pricing
Enrolment Fee	\$1,500*	\$1,500*
Per Unit Completion	\$400 X 12 Units (Including RPL)	\$320 X 12 Units (Including RPL)
Total	\$6,300 per student	\$5,340 per student
Replacement Certificate	\$25	\$25



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