BSB60720 Advanced Diploma of Program Management 104461F
RTO 45279 CRICOS Code: 03648B

Qualification Description
This qualification reflects the role of individuals who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. A program is defined as a set of interrelated projects, each of which has a project manager. 'Multiple projects', or 'a program of projects', refers to a number of related projects managed by the same person as a program to achieve organisational objective/s. It applies to individuals who are program managers, managing or directing a suite of projects (a program) to achieve organisational objectives. Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Study and enjoy multicultural Burwood
South Sydney College's (SSC) campus is in the heart of Burwood at Level 2 11- 15 Deane Street. Get into the comfortable atmosphere of the college in 2 minutes after you get off from the train or bus. Multicultural Burwood is destination for international students to live and work - just 12 minutes by train from the heart of the city of Sydney. See the website for our photo gallery.

Entry Requirements
- must be at least 16 years old
- must hold a current Student Visa
- must demonstrate satisfactory completion of studies in applicant's home country equivalent to an Australian Year 12 qualification*
- are required to provide evidence of any one of the following tests of upper intermediate proficiency in English:

English Language Tests			
Item	Test Name	Also known as	Minimum Test Score
1	International English Language Testing system	IELTS Test	• Overall band score 5.5; or • Overall band score 5 if packaged with at least 10 weeks' ELICOS; or • Overall band score of 4.5 if packaged with at least 20 weeks' ELICOS.
2	Test of English as a Foreign Language internet-based test	TOEFL iBT	• 46; or • 35, if packaged with at least 10 weeks' ELICOS ; or • (c) 32, if packaged with at least 20 weeks' ELICOS.
3	Cambridge English: Advanced (CAE) test	Certificate in Advanced English	• 162; or • 154, if packaged with at least 10 weeks' ELICOS; or • (c) 147, if packaged with at least 20 weeks' ELICOS.
4	Pearson Test of English Academic	PTE	• 42; or • 36, if packaged with at least 10 weeks' ELICOS; or • 30, if packaged with at least 20 weeks' ELICOS.

5	Occupational English Test	OET	• a score of at least B for each test component of the OET.

Source: https://www.legislation.gov.au/Details/F2018C00474

- ▪ The English test must have been taken 2 years immediately before the date of the visa application;

Start dates

SSC offers 15 enrolment intakes per year for BSB60720 Advanced Diploma of Program Management 104461F so you can start your course without delay. The course includes four 4 terms. If you want to start your course in summer, you may also start your course at the Summer School intake. Regardless of when you start your course, the study time required to complete this course is 36 weeks (not including the term breaks). Please visit our website https://www.ssc.edu.au for more information.

Course duration

Depending on your start date in a calendar year you may be enrolled in this course for 43 – 52 weeks. SSC takes into account your prior learning and professional experience and adjusts the delivery strategy according to your own personal learning needs. Depending on your existing level of knowledge, skills and experience relevant to the course, the overall course duration may take up to 1260 hours completed over a period of 43 – 52 weeks. The actual course duration is determined by SCC for each student based on their individual learning needs. Please see our Student Handbook for more information. You may also contact us directly to know more.

What's involved in SSC's blended delivery – classroom and online learning

To complete the course, you will be required to participate in face-to-face classroom sessions, supplemented by structured distance learning activities using our online learning platform. You are required to complete 15 hours of face-to-face classroom sessions and 5 hours of online learning modules per week (total of 20 hours per week). As may be needed, you will also have access to additional educational support services and activities on top of the required 20-hour weekly schedule to support your studies. Once you start the course, the trainers will explain how the classes will run 15 hours per week in classroom and 5 hours per week via online learning. Classroom learning includes lectures supported by power point plus visual topic content, with practice time and lots of group and oral work. Leadership and Management subjects use case studies, simulations, and other learning, training and assessment activities within different Australian leadership and management industry contexts. Your materials are provided in print and digital copy. At the Advanced Diploma level, you will be using the internet and research as part of the study for your course.

Guided structured online learning hours

During and between weeks for some units, students are expected to complete 5 hours per week of structured distance learning activities such as reading assignments, weekly quiz, case study reviews and practice assessments using the learning platform.

These guided and structured activities are explained by the trainer during classroom sessions and noted in the unit outline. You will need your own computer and internet access to complete the online learning.

Tutorials

We want to see you succeed in your studies. There is extra time available to students for small group or one-to-one tutorial support. You book into these free sessions any week during term if you need some help with your studies.

Sample timetable

Course Component	Activity	Type of Activity	Approx. Completion (in hours)
Term 1 / Intake 1 / Subject 1 BSBAUD601 Establish and manage compliance management systems (3 weeks)	Training	Face-to-face Classroom Sessions	48 hours
	Learning	Self-paced learning activities	15 hours *(5 hrs/week x 3 weeks)*
	Training	Coaching, Assessment Feedback, Trainer Advice, etc	3 hours
	Learning	Homework Assignments	15 hours
	Assessment	Knowledge assessments	12 hours

Class schedules

Class	Room Number	Days	Shift	Duration	Weekly Duration
Class 1	Room 2	Wed / Thu	8:00AM to 4:30PM (30 min break)	7.5 hrs x 2 days	15 hours
Class 2	Room 3	Fri / Sun	8:00AM to 4:30PM (30 min break)	7.5 hrs x 2 days	15 hours

Assessment methods

Assessments may include short written knowledge tests, discussions and oral communication demonstrations, case study exercises, written reports, web-based research and reports and final projects. Assessments are either completed in class or completed by the students in their own time as homework assignments. Expect to do an average of 24 hours of supervised classroom assessments and self-paced homework assessment activities for each subject (also referred to as 'Unit of Competency').

Recognition of existing skills and accredited training

We recognise that some people will have existing skills and knowledge and /or have completed recognised accredited courses in recent years. So, we welcome enquiries about Recognition of Prior Learning (RPL) or Credit Transfer. If successful, this may reduce your course duration and fees. Read more about these options in the Student Handbook. Every request is individual, so we will follow up with you.

Course fees and payment plans

South Sydney College offers flexible payment plans for eligible students. Fees will vary depending on your selected course/s, study pathways, eligibility for Recognition of Prior Learning (RPL) and/or Credit Transfer. Please contact us for more details on course fees and payment plans available for you.

Continuing Pathways

If, for any reason you leave the course, we will issue a record of your results and Statement of Attainment certificate for the units you have completed successfully. After achieving the BSB60720 Advanced Diploma of Program Management 104461F, you have a number of further study options. Visit our website or Talk to us about your study pathways options.

BSB60720 Advanced Diploma of Program Management 104461F	Students can apply to university for advanced standing using the results from your Diploma or Advanced Diploma study. South Sydney College holds formal articulation arrangements with University of Southern Queensland for a range of Bachelor Degree courses. Please contact our office for more details about articulation.

	BSB60720 - Advanced Diploma of Program Management		
	Graduates at this level will have advanced knowledge and skills for professional or highly skilled work and/or further learning.		
GRADUATE DIPLOMA	BSB80220 Graduate Diploma of Portfolio Management	• Portfolio Manager	
	Graduates at this level will have broad knowledge and skills for paraprofessional/highly skilled work and/or further learning.		
ADVANCED DIPLOMA	BSB60720 Advanced Diploma of Program Management	• Program Manager	
	Graduates at this level will have specialised knowledge and skills for skilled/paraprofessional work and/or further learning.		
DIPLOMA	BSB50820 Diploma of Program Management	• Project Manager • Project Team Leader	
	Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning.		
CERTIFICATE IV	BSB40920 Certificate IV in Project Management Practice	• Contracts Officer • Project Administrator	• Quality Officer

Students who complete this course may also wish to continue their education in the higher education qualifications in business or management, Project Management. SSC does not have any articulation agreement with University or Higher Education Institutes for BSB60720 Advanced Diploma of Program Management 104461F.

Course unit details and intake points

As there are no pre-requisites for each unit, you do not need to start at term 1. The course is designed in a way, so that you can start at the beginning of each term or in the middle of the terms during the scheduled mid-term enrolment intakes. However, if there is a new group commencing in the next term, you are encouraged to wait a few weeks to commence and join a new group.

Timetable

Term	Unit	Unit Code	Unit Name	Delivery period	Training Delivery	Final Assessment Due Date
Term 1	Elective	BSBAUD601	Establish and manage compliance management systems	Week 1 to 3	Week 1 to 3	Week 4
	Elective	PSPMGT006	Develop a business case	Week 4 to 6	Week 4 to 6	Week 7
	Core	BSBPMG630	Enable program execution	Week 7 to 9	Week 7 to 9	Week 9
TERM 1 BREAK (Weeks 10 and 11)				Re-submissions and academic interventions		
Term 2	Elective	ICTICT612	Develop contracts and manage contract performance	Week 12 to 14	Week 12 to 14	Week 15
	Elective	BSBPEF502	Develop and use emotional intelligence	Week 15 to 17	Week 15 to 17	Week 18
	Core	BSBPMG636	Manage benefits	Week 18 to 20	Week 18 to 20	Week 20
TERM 2 BREAK (Weeks 21 to 23)				Re-submissions and academic interventions		
Term 3	Elective	BSBPMG632	Manage program risk	Week 24 to 26	Week 24 to 26	Week 27
	Core	BSBPMG635	Implement program governance	Week 27 to 29	Week 27 to 29	Week 30
	Core	BSBPMG634	Facilitate stakeholder engagement	Week 30 to 32	Week 30 to 32	Week 32

				TERM 3 BREAK (Weeks 32 to 34)	Re-submissions and academic interventions		
Term 4	Elective	BSBCRT611	Apply critical thinking for complex problem solving	Week 35 to 37	Week 35 to 37	Week 38
	Elective	BSBPMG637	Engage in collaborative alliances	Week 38 to 40	Week 38 to 40	Week 41
	Elective	BSBSTR601	Manage innovation and continuous improvement	Week 41 to 43	Week 41 to 43	Week 43
				TERM 4 BREAK (Weeks 44 to 52)	Re-submissions and academic interventions		
Summer School*	Elective	BSBCRT611	Apply critical thinking for complex problem solving	*Week 44 to 46*	*Week 44 to 46*	*Week 47*
	Elective	BSBPMG637	Engage in collaborative alliances	*Week 47 to 49*	*Week 47 to 49*	*Week 50*
	Elective	BSBSTR601	Manage innovation and continuous improvement	*Week 50 to 52*	*Week 50 to 52*	*Week 52*

*NOTE: Term 4 Break and Summer School overlap at weeks 44 to 52. Summer school is only offered to new students starting during Summer School intakes, existing students have Term 4 Break during this period.

SSC Campus & Facilities

➢ Classroom facilities located in Suite 208 11-15 Deane St, Burwood NSW 2134 with whiteboard and whiteboard equipment, projector and projector screen, tables and chair, and a bookshelf

➢ BSB40120 learning and assessment suite, which is made available in hard copy and through student portal and includes:
   ✓ Academic calendar and class timetable;
   ✓ Additional course readings and resources recommended by trainers.
   ✓ Unit Outline
   ✓ PowerPoint presentation slides
   ✓ Learning material for each unit
   ✓ Learner activities
   ✓ Extra reading / extension references
   ✓ Downloadable or digital copies of templates to support activities and case studies and simulations
   ✓ Downloadable or digital copies of assessment tasks
   ✓ Links to external resources for research

Resources required from student
   ✓ BYO Laptop installed with document, spreadsheet, and slideshow software's to prepare and submit assessment, access Moodle resources, further research.
   ✓ Access to internet
   ✓ Access to text books (recommended books for extra reading)

ESOS legislative framework

The Education Services for Overseas Students Act, or ESOS Act, establishes legislative requirements and standards for the quality assurance of education and training institutions offering courses to international students who are in Australia on a student visa. ESOS also provides tuition fee protection for international students. The Australian Government has released the revised National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), which commenced on 1 January 2018. Please visit link below for more information: https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx

Please visit our website: www.ssc.edu.au or call us on: +61-2-8599 8866, for more details on:
Complete Course information, course fee, other costs, payment plan, refund policy, privacy policy, complaints & appeal policy, welfare and accommodation, information on disability, living in Australia, ESOS act, Student handbook, campus facilities, resources available for student, campus pictures and other relevant information which you may require making decision to study at South Sydney College (SSC)