

## Advanced Diploma of Program Management (E-Learning)

### 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.

### Job roles

Job roles and titles vary across different sectors. Possible job titles relevant to this qualification include: Program Manager

<b>Employability Skills – Qualification Summary</b>	
The following table contains a summary of the employability skills for this qualification. The employability skills facets described here are broad industry requirements	
<u>Employability skill</u>	<u>Industry/enterprise requirements for this qualification include:</u>
<b>Communication</b>	<ul style="list-style-type: none"> <li>▶ consulting, questioning, clarifying and evaluating information</li> <li>▶ interpreting customer needs</li> <li>▶ negotiating budgets and plans and then re-developing as required to meet organisational needs</li> <li>▶ negotiating with internal and external stakeholders</li> <li>▶ utilising excellent interpersonal skills, and producing a wide range of reports and making presentations as required</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>▶ briefing various personnel on their roles and responsibilities regarding the implementation of the marketing plan</li> <li>▶ coordinating resources and developing systems to manage team and individual performance</li> <li>▶ defining performance measures and working collaboratively with team members</li> <li>▶ identifying performance gaps and taking remedial action for underperformance</li> </ul>
<b>Problem-solving</b>	<ul style="list-style-type: none"> <li>▶ assessing financial viability of new opportunities and matching organisational capability with market needs</li> <li>▶ collecting and analysing data</li> </ul>

	<ul style="list-style-type: none"> <li>▶ comparing and contrasting data</li> <li>▶ conducting situational analyses</li> <li>▶ developing and managing risk and contingency plans</li> <li>▶ developing strategies for improvement</li> <li>▶ performing cost benefit analyses, budgeting, assessing and managing risk</li> </ul>
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>▶ evaluating and improving market performance</li> <li>▶ identifying strengths and opportunities within organisation's projected capabilities and resources</li> </ul>
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>▶ collecting, collating and analysing information using appropriate workplace business systems</li> <li>▶ developing customer acquisition and retention strategies</li> <li>▶ developing systems that are flexible and responsive to changing circumstances</li> <li>▶ evaluating processes and making changes as required</li> <li>▶ planning and managing resource acquisition and deployment within budgetary constraints</li> <li>▶ planning for contingencies</li> </ul>
<b>Self-management</b>	<ul style="list-style-type: none"> <li>▶ applying discretion and judgement within complex environments</li> <li>▶ managing own time and performance</li> <li>▶ using judgement in planning and in the selection and allocation of resources</li> <li>▶ working within organisational policies and procedures and legislative requirements</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>▶ coaching and mentoring others to acquire new knowledge and skills</li> <li>▶ providing learning and development opportunities</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>▶ creating presentations using a range of media</li> <li>▶ using computerised systems, software and telecommunication devices</li> <li>▶ using technology to assist with the management of information and to assist the planning process</li> <li>▶ using technology to record and generate ideas</li> </ul>

**Duration:** 9 Months

## **Qualification Entry Requirements**

### **Academic**

- AAC Diploma of Leadership and Management (or)
- AAC Diploma of Business Management (level 4) (or)
- AAC Diploma of Project Management (or)
- AAC Diploma of Retail Management (or)
- AAC Diploma of Logistics and Supply Chain Management (or)
- AAC Diploma in Tourism and Hospitality Management (or)
- Level 4 Diploma from any other PEIs (or)
- Any other equivalent qualification

(Matured students aged 30 years and above with at least 8 years of work experience will be considered for admission.)

### **English Proficiency**

- IELTS 5.5 OR
- AAC EFL Level 5 or equivalent.

Students without formal English qualification will be given a placement test to determine the level of proficiency.

Applicants must be of age 17 and above.

## **Qualification Modules**

Part Time

#	Code	Module Name	Competency Code*	Competency Name*	Face-to-Face Contact Hours	Independent Learning Hours	Assessment Preparation Hours
1	ADPM 201	Program Governance	BSBPMG635	Implement program governance	30	55	40
2	ADPM202	Program Execution	BSBPMG630	Enable program execution	30	55	40
3	ADPM203	Business Plan	PSPMGT006	Develop a business case	30	55	40
4	ADPM 204	Manage Benefits	BSBPMG636	Manage benefits	30	55	40
5	ADPM205	Program Delivery Management	BSBPMG637	Engage in collaborative alliances	30	55	40
			BSBPMG631	Manage program delivery			
6	ADPM207	Stakeholder Engagement & Risk Management	BSBPMG634	Facilitate stakeholder engagement	30	55	40
			BSBPMG632	Manage program risk			
7	ADPM206	Leadership & Change Management	BSBPMG633	Provide leadership for the program	30	55	40
			BSBLDR601	Lead and manage organisational change			
8	ADM206	Marketing Strategies and Planning	BSBMKG623	Develop a Marketing plan	30	55	40
9	ADM209	Manage Finances	BSBFIN601	Manage finances	30	55	40
					<b>270</b>	<b>495</b>	<b>360</b>
* Competency Code and Competency Name are taken from the BSB60720 Advanced Diploma of Program Management Training Package (Release 1)					<b>Total 1125 learning hours</b>		

Synopsis			
Module Name	Competency Code*	Competency Name*	Description
Program Governance	BSBPMG635	Implement program governance	This unit describes the skills and knowledge required

			to implement governance requirements to ensure effective program management. It includes the performance criteria required to demonstrate competency in implementing systems and processes for decision-making, management systems, compliance and support.
Program Execution	BSBPMG630	Enable program execution	This unit describes the skills and knowledge required to establish parameters and enable a program to be undertaken effectively. It includes the performance criteria required to demonstrate competency in establishing both what the program will accomplish and how it will do so.
Business Plan	PSPMGT006	Develop a business case	This unit describes the skills required to perform market analysis, development and cost options, and justify for a recommended business solution.
Manage Benefits	BSBPMG636	Manage benefits	This unit describes the skills and knowledge required to manage the attainment of program benefits. It includes the performance criteria required to demonstrate competency in ensuring that benefits are realised when and as expected.
Program Delivery Management	BSBPMG637	Engage in collaborative alliances	This unit describes the skills and knowledge required to enable a program to engage in collaborative alliances. It includes the performance criteria required to demonstrate competency in forging alliances with other organisations to facilitate attainment of program benefits.
	BSBPMG631	Manage program delivery	This unit describes the skills and knowledge required to manage program delivery. It includes the performance criteria required to demonstrate competency in ensuring that the program is moving toward the accomplishment of its vision and the attainment of its expected benefits.
Stakeholder Engagement & Risk Management	BSBPMG634	Facilitate stakeholder engagement	This unit describes the skills and knowledge required to facilitate stakeholder engagement in a program. It includes the performance criteria required to

			demonstrate competency in working with stakeholders to achieve desired program benefits.
	BSBPMG632	Manage program risk	This unit describes the skills and knowledge required to manage risks that might affect program deliverables and organisational objectives. It covers directing the planning and management of program risks, managing risks to the overall program and assessing risk management outcomes for the program and the organisation.
Leadership & Change Management	BSBPMG633	Provide leadership for the program	This unit describes the skills and knowledge required to provide leadership for the program. It includes the performance criteria required to demonstrate competency in motivating and inspiring individuals and organisations to work constructively toward attainment of program benefits.
	BSBLDR601	Lead and manage organisational change	This unit describes skills and knowledge required to determine strategic change requirements and opportunities; and to develop, implement and evaluate change management strategies.
Marketing Strategies and Planning	BSBMKG623	Develop a Marketing plan	This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation.
Managing Finance	BSBFIN601	Manage finances	This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting and to allocate and manage resources to achieve the required outputs for the business unit. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

## Assessment Arrangements

Competency Code	Competency Name	Demonstration	Practical	Activities	Observation	Role play	Case study/Scenario	Questions and Answers	Project/Report	Presentation, Portfolio/Journal	Online
BSBPMG630	Enable program execution		✓	✓			✓	✓	✓	✓	
BSBPMG635	Implement program governance		✓	✓		✓	✓	✓	✓	✓	
BSBFIN601	Manage finances		✓	✓	✓		✓	✓	✓	✓	
BSBPMG636	Manage benefits		✓	✓	✓		✓	✓	✓	✓	
BSBPMG637	Engage in collaborative alliances		✓	✓	✓	✓	✓	✓	✓		
BSBPMG631	Manage program delivery		✓	✓			✓	✓	✓	✓	
BSBMKG623	Develop a Marketing plan		✓	✓			✓	✓	✓	✓	
PSPMGT006	Develop a business case		✓	✓			✓	✓	✓	✓	
BSBPMG633	Provide leadership for the program		✓	✓		✓	✓	✓	✓		
BSBLDR601	Lead and manage organisational change	✓		✓		✓	✓	✓	✓		
BSBPMG634	Facilitate stakeholder engagement		✓	✓		✓		✓	✓	✓	
BSBPMG632	Manage program risk	✓	✓	✓	✓	✓	✓	✓	✓	✓	

The assessment objectives tested in these modules are broadly categorised in the following hierarchical order:

1. **Knowledge:** Exhibit memory of previously learned materials by recalling facts, terms, basic concepts and answers
2. **Comprehension:** Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating the main ideas
3. **Application:** Using new knowledge. Solve problems in new situations by applying acquired knowledge, facts, techniques and rules in a different way
4. **Analysis:** Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations
5. **Evaluation:** Present and defend opinions by making judgments about information, validity of ideas or quality of work based on a set of criteria
6. **Synthesis:** Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions

### Specification Grid

The relationship between the assessment objectives and components of the scheme of assessment is as follows

Knowledge	Comprehension	Application	Analysis	Evaluation	Synthesis
10%	20%	20%	20%	20%	10%

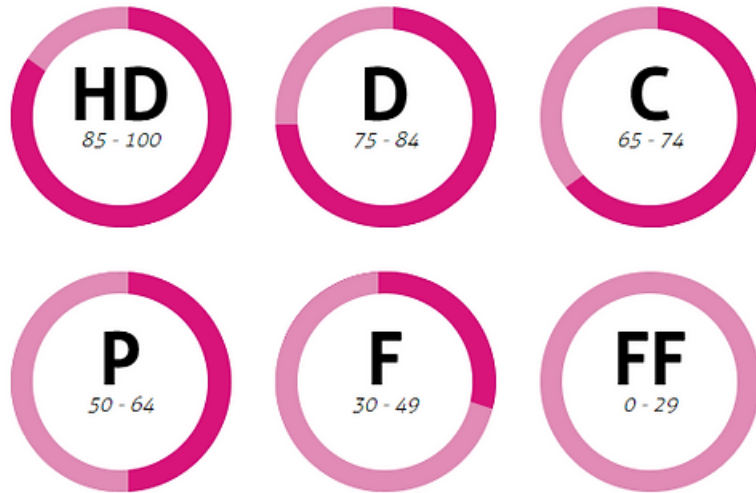
The assessment objectives are weighted to give an indication of their relative importance. They are not intended to provide a precise statement of the number of marks in particular skills.

Code	Name of the module	Assessment 1	Assessment 2
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ADPM201	Program Governance	50%	50%
ADPM202	Program Execution	50%	50%
ADPM203	Business Plan	50%	50%
ADPM204	Manage Benefits	50%	50%
ADPM205	Program Delivery Management	50%	50%
ADPM206	Leadership & Change Management	50%	50%
ADPM207	Stakeholder Engagement & Risk Management	50%	50%
ADM206	Marketing Strategies and Planning	50%	50%
ADM209	Manage Finances	50%	50%

## Marks and Grades

The infographic below shows the academic grading of this course with the breakdown of marks.



### Graduation Requirement:

In order to be awarded the Advanced Diploma of Program Management (E-Learning), student must obtain at least a Pass Grade in all the modules within the eligibility period of 2 years from the original completion date.

Certificate will be awarded by Academies Australasia College.