



## GET IN TOUCH

### SYDNEY CAMPUS

Level 2, 16-22 Wentworth Avenue,  
Surry Hills, NSW 2010, Australia

TELEPHONE: +61 2 8937 0991, 1300 00 (4338)

EMAIL: [admissions@sydneymetrocollege.edu.au](mailto:admissions@sydneymetrocollege.edu.au)

### MELBOURNE CAMPUS

Level 5, 440 Elizabeth Street,  
Melbourne, Victoria 3000, Australia

TELEPHONE: +61 3 9077 0758, 1300 00 (4338)

EMAIL: [admissions@sydneymetrocollege.edu.au](mailto:admissions@sydneymetrocollege.edu.au)

### EMAIL US AT :

[admissions@sydneymetrocollege.edu.au](mailto:admissions@sydneymetrocollege.edu.au)

[marketing@sydneymetrocollege.edu.au](mailto:marketing@sydneymetrocollege.edu.au)

### VISIT :

[www.sydneymetrocollege.edu.au](http://www.sydneymetrocollege.edu.au)

### Disclaimer :

For the complete pre-enrolment information including current policies, procedures, fees, and eligibility regarding this course please refer to our website ([www.sydneymetrocollege.edu.au](http://www.sydneymetrocollege.edu.au)) or contact one of our team members. Course information brochure may not be sufficient to make an enrolment decision.

## APPLY

To apply for courses as an international student, please complete the Enrolment Form (International Student) with the required supporting documents.

## A FEW REASONS TO CHOOSE US

### DYNAMIC TEAM

Education with service

### NATIONALLY RECOGNISED QUALIFICATIONS

### QUALITY TEACHING

Passionate teachers who are professionals in their field

### EXCELLENT FACILITIES & STUDENT SUPPORT

Great learning environment

Sydney Metro College (SMC) is a unique and dynamic vocational institution, situated at the heart of Sydney & Melbourne city, With an emphasis on quality learning opportunities to students, SMC is committed to the agenda of 'Education Redefined', so as to prepare students for challenging business and accounting careers in Australia and abroad.

## PROJECT MANAGEMENT

Practical project management knowledge and skills are highly sought in today's dynamic career. Project management skills can be precious in various industries, including Business, Accounting and Information and Communication Technologies. Certificate, diploma and advanced diploma courses can equip students with the knowledge and skills in project management. Our courses have been developed according to the requirements of the Business Services Training Package (BSB) and have been approved for delivery by the Australian Skills Quality Authority (ASQA). They are nationally recognised qualifications within the Australian Qualifications Framework (AQF). Students who complete these courses will develop skills and knowledge to lead the development, implementation, and evaluation of a project.



## COURSE DELIVERY & ASSESSMENT METHODS

Delivery and assessment strategies are selected to reflect the nature of the elements and performance criteria of the competency together with the needs and learning style of the participants. Assessment methodology may include but is not limited to: observation, project/report, case study, role play, exercises, activities; and written/oral tasks including multiple choice, questions and answer, essays, true/false and presentations.

## ENTRY REQUIREMENTS

- Students must be over 18 years of age,
- Student must have successfully completed Year 12 or higher in Australia or overseas  
Note\* For BSB40920 Certificate IV in Project Management Practice students must have completed an overseas equivalent of Year 10 or higher qualification.
- Students must have either an IELTS score of 5.5 total or above with no band lower than 5.0 or equivalent.
- For direct entry of BSB60720 Advanced Diploma of Program Management, SMC entry requirements are as follows:  
Students must have completed BSB50820 Diploma in Project Management or have completed two years equivalent full-time relevant workplace experience at a significant level within a project or program environment within an enterprise.

## PATHWAYS

Potential employment options are project management roles across a range of industries. Students who complete this course may wish to continue their education in higher education programmes or project management qualifications.

## RECOGNITION OF PRIOR LEARNING & COURSE CREDIT

Students may apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning). The granting of course credit may affect course fees as well as the duration of the course. This process is outlined in the SMC Student Enrolment and Completion Policy and Associated Procedures and Training and Assessment Policy & Associated Procedures.

## ACADEMIC YEAR/ START DATES

Year/Term	Term 1			Term 2			Term 3			Term 4		
	09 JAN	13 FEB	13 MAR	10 APR	15 MAY	12 JUN	10 JUL	14 AUG	11 SEP	09 OCT	13 NOV	11 DEC
2023	BSB40920											
	BSB50820											
	BSB60720											
Year/Term	Term 1			Term 2			Term 3			Term 4		
	08 JAN	12 FEB	11 MAR	08 APR	13 MAY	10 JUN	08 JUL	12 AUG	09 SEP	14 OCT	11 NOV	09 DEC
2024	BSB40920											
	BSB50820											
	BSB60720											

### BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE

Competency	CRICOS COURSE CODE 103929E	Fees/ Duration
BSBPMG420 Apply project scope management techniques		<b>AUD 8,800</b> 52 Weeks (Tuition fee)  <b>AUD 100</b> Qualification (Course Material fee)  <b>AUD 200</b> (Enrollment fee)
BSBPMG421 Apply project time management techniques		
BSBPMG422 Apply project quality management techniques		
BSBPMG423 Apply project cost management techniques		
BSBPMG424 Apply project human resources management approaches		
BSBPMG426 Apply project risk management techniques		
BSBOPS405 Organise business meetings		
BSBCMM411 Make presentations		
BSBWHS411 Implement and monitor WHS policies, procedures and programs		
<b>EMPLOYMENT OUTCOME</b> Project Co-ordinator, Project Management Officer, Project Team Member, Project or Program Administrator		

\* For BSB40920 CERTIFICATE IV IN PROJECT MANAGEMENT PRACTICE, student must have completed overseas equivalent of year 10 or higher qualification.

### BSB50820 DIPLOMA OF PROJECT MANAGEMENT

Competency	CRICOS COURSE CODE 104062K	Fees/ Duration
BSBPMG530 Manage project scope		<b>AUD 8,800</b> 52 Weeks (Tuition fee)  <b>AUD 100</b> Qualification (Course Material fee)  <b>AUD 200</b> (Enrollment fee)
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		
BSBSUS511 Develop workplace policy and procedures for sustainability		
ICTICT517 Match ICT needs with the strategic direction of the organisation		
BSBPEF501 Manage personal work priorities and professional development		
BSBTWK502 Manageteam effectiveness.		
<b>EMPLOYMENT OUTCOME</b> Assistant Accountant, Senior Financial Clerk, Office Manager		

### BSB60720 ADVANCED DIPLOMA OF PROGRAM MANAGEMENT

Competency	CRICOS COURSE CODE 104451H	Fees/ Duration
BSBPMG630 Enable program execution		<b>AUD 8,800</b> 52 Weeks (Tuition fee)  <b>AUD 100</b> Qualification (Course Material fee)  <b>AUD 200</b> (Enrollment fee)
BSBPMG634 Facilitate stakeholder engagement		
BSBPMG635 Implement program governance		
BSBPMG636 Manage benefits		
BSBLDR601 Lead and manage organisational change		
BSBPEF502 Develop and use emotional intelligence		
BSBPMG633 Provide leadership for the program		
BSBPMG632 Manage program risk		
BSBPMG631 Manage program delivery		
BSBSUS601 Lead corporate social responsibility		
BSBOPS601 Develop and implement business plans		
BSBINS601 Manage knowledge and information		
<b>EMPLOYMENT OUTCOME</b> Project Manager		