




The Aces Centre is located on York Street in the heart of the Sydney CBD. With modern facilities, motivated staff and classes of only 12 students, it is the ideal place to study!

**Aces Centre
College**

NTIS: 91270
CRICOS: 02800G

BSB60707 - Advanced Diploma of Project Management

This qualification reflects the role of individuals who analyse, design and execute judgements using wide-ranging technical, creative, conceptual or managerial competencies. Their knowledge base may be specialised or broad. These individuals are often accountable for group outcomes.

9 Core Units:

BSBPMG601A	Direct the integration of projects
BSBPMG602A	Direct the scope of a project program
BSBPMG603A	Direct time management of a project program
BSBPMG604A	Direct cost management of a project program
BSBPMG605A	Direct quality management of a project program
BSBPMG606A	Direct human resources management of a project program
BSBPMG607A	Direct communications management of a project program
BSBPMG608A	Direct risk management of a project program
BSBPMG609A	Direct procurement and contracting for a project program



Sydney Centre Point

Courses Starting:

16-Jan-12

or

16-Apr-12

Tuition Fees and Course Duration:

Advanced Diploma of Project Management 52 weeks \$ 9,500

4 Terms: Each Term is 13 weeks including breaks. The tuition weeks in each term is 9 weeks. This brochure needs to be read in conjunction with Aces Centre other brochures and documents.

English Requirement: IELTS 5.5 General or Academic or equivalent

Other Fees and Costs:

Application Fee		\$ 200
Deferment administration Fee		\$ 500
Transfer Fee		*
Recognition of Prior Learning (RPL)/Unit of Competency		\$ 500
Overseas Student Health Cover – OSHC	1 Year	\$ 480.00 ^μ
Withdrawal Fee – Please refer to Aces Centre Refund Policy on our website		

Aces Centre College

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^μ This is the current price of Medibank Private OSHC as at 16 Jan 2012 for a Single cover (www.medibank.com.au).

* A letter of release, if granted, will be issued at no cost to the student.



Within walking distance of trains, buses and ferries, Aces centre has a prime location in the beautiful City of Sydney, near economical modes of transport, making life easy on our students

Minimum Course Entry Requirements are:

- English Language proficiency equivalent to IELTS 5.5
- Successful completion of Australian High School Certificate.

Fees and Charges:

Students must enrol on a full-time 20 contact hours per week basis. The qualification details for an Advanced Diploma of Project Management are as follows:

- Cost: \$8,500 (Australian Dollars) for the Advanced Diploma of Project Management
- Deposit: The students are asked to pay the tuition fees in full for each qualification preferably 3 months before the starting date.

Payment arrangements: Direct Deposit into Aces Centre Pty Ltd Trust account.

The payment of all fees and charges are receipted and dated at the time of payment. Accurate records of individual students' payment of fees are maintained and secured.

Support Services:

Aces Centre will provide students with general advice on matters such as travel, accommodation, employment and personal welfare. In addition a comprehensive orientation will be undertaken at the beginning of the students learning time, covering all concerns and issues related to studying at the Aces Centre. In addition, Aces Centre Club membership provides students with an economic means for accessing text books related to their course.

At the Orientation we discuss:

- The Policy and Procedure Handbook
- The Student Handbook
- Student Obligations
- Refund Policy
- How to resolve Complaints
- How the Aces Centre home page can assist you



Sydney Opera House

Teaching Methods:

The learning support strategies used by trainers at Aces Centre include:

- Courses are offered on a face-to-face and on-line (for non-overseas students) in our centre. To use on-line resources remotely, students must have access to suitable PC and internet.
- Classroom instructions (maximum of 12 students per class)
- Demonstrating procedures.
- Providing opportunities for 'hands-on' or simulated work place experience and practice.
- Ensuring individual support and advice to students.



Sydney Martin Place



Situated near many international restaurants and food courts, studying at Aces Centre gives students access to the cuisine of their homeland as well as the rest of the world.

Course Timetable:

The academic year is divided into 4 terms of 9 weeks tuition in each term. Each term is 13 weeks including breaks. Advanced Diploma of Project Management is a 52 weeks course including 4 weeks break in each term. Students must attend full-time (20 contact hours per week) for the duration of the course. Students can enrol before the commencement of any of the following terms for Advanced Diploma of Business, if it is available

Aces Centre Academic Year (Starting Dates: 2012)				
2012	Term 1_12 16-Jan-12	Term 2_12 16-Apr-12	Term 3_12 16-Jul-12	Term 4_12 15-Oct-12

NOTE: Students are not required to be enrolled full time in their final term of study if the student is repeating a unit of study, provided that the student has not previously repeated this unit. Upon completion of this qualification students will gain an Advanced Diploma of Project Management. If a student only partially completes the qualification they shall be provided with a Statement of Attainment in the units of competency completed.

Assessment Methods:

Assessments are conducted in accordance with the guidelines outlined in the BSB07 Training Package and the *Australian Quality Training Framework Standards for RTOs*. Assessments are competency based, which means that the outcomes of assessment are *Competent* or *Not Yet Competent*. At the Aces Centre assessments are:

- **Valid:** Assessment techniques actually assess what they claim to assess.
- **Reliable:** Assessment approaches provide consistent results every time.
- **Fair:** The same assessment is used for each learner or situation, while still being flexible
- **Flexible:** Different types of assessments are used to assess the student – e.g. verbal, doing, question and answer.

Assessment Validation Process:

For details on assessment validation process please refer to our Policy and Procedure handbooks and contact the office.

Facilities:

- Fully resourced lecture room for classes of only 12 students
- Suitable laboratory designed to allocate one computer to each student during sessions
- Suitable Equipment
- Adequate acoustics, lighting and fully air-conditioned premises
- Amenities nearby for meal breaks
- Toilet Facilities including disabled toilet
- Accessible references and resources
- Suitable equipment and access to hard-copy and electronic modern library resources

Access and Equity:

Aces Centre provides equal access to training delivery and assessment services for all students.

We are responsible for:

- recognising the cultural diversity of students
- ensuring equal treatment of students
- encouraging full participation and assisting all students to achieve course outcomes
- providing equal access to resources
- referring students with specific learning problems to appropriate agencies



Course Outcomes and Pathways:

Pathways/Articulation:

Successful completion of this qualification provides a pathway in to the other qualifications in Management and Business. Students may be able to receive exemptions from some subjects based on this qualification. Students are encouraged to discuss this with other institutions.



Sydney MLC Building

Job Roles(Career/Job Outcome)/Skill Set:

Possible job roles include:

- Branch/Section Leader - Project Management
- Project Manager
- Project Manager - Construction/Health

Target Groups:

Participants in this program must have adequate English (IELTS 5.5 or higher) and minimum of Australian High School Certificate or equivalent. The prospects with other qualifications and experience can contact us to discuss their interest and situation. The target audience includes domestic and overseas students. The key clients for this qualification are potential new entrants into the industry and include:

- - School leavers
- - Recent migrants
- - Overseas students
- - Those wishing to enter a different industry sector

In addition to potential new entrants, this qualification is designed to reflect the role of employees working in management and seeking professional identification.

Industry Consultation:

The Delivery and Assessment Strategies developed for this program have been designed and developed in consultation with representatives from industry. The following industry consultants have been used: ACPET recommended consultant
AQTF consultants
Management and Business industry teachers
BSB07 Training Package developers