



The College for  
Adult Learning

# Your Career in Project Management

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COMPLETE CAREER, SALARY  
& COURSE GUIDE



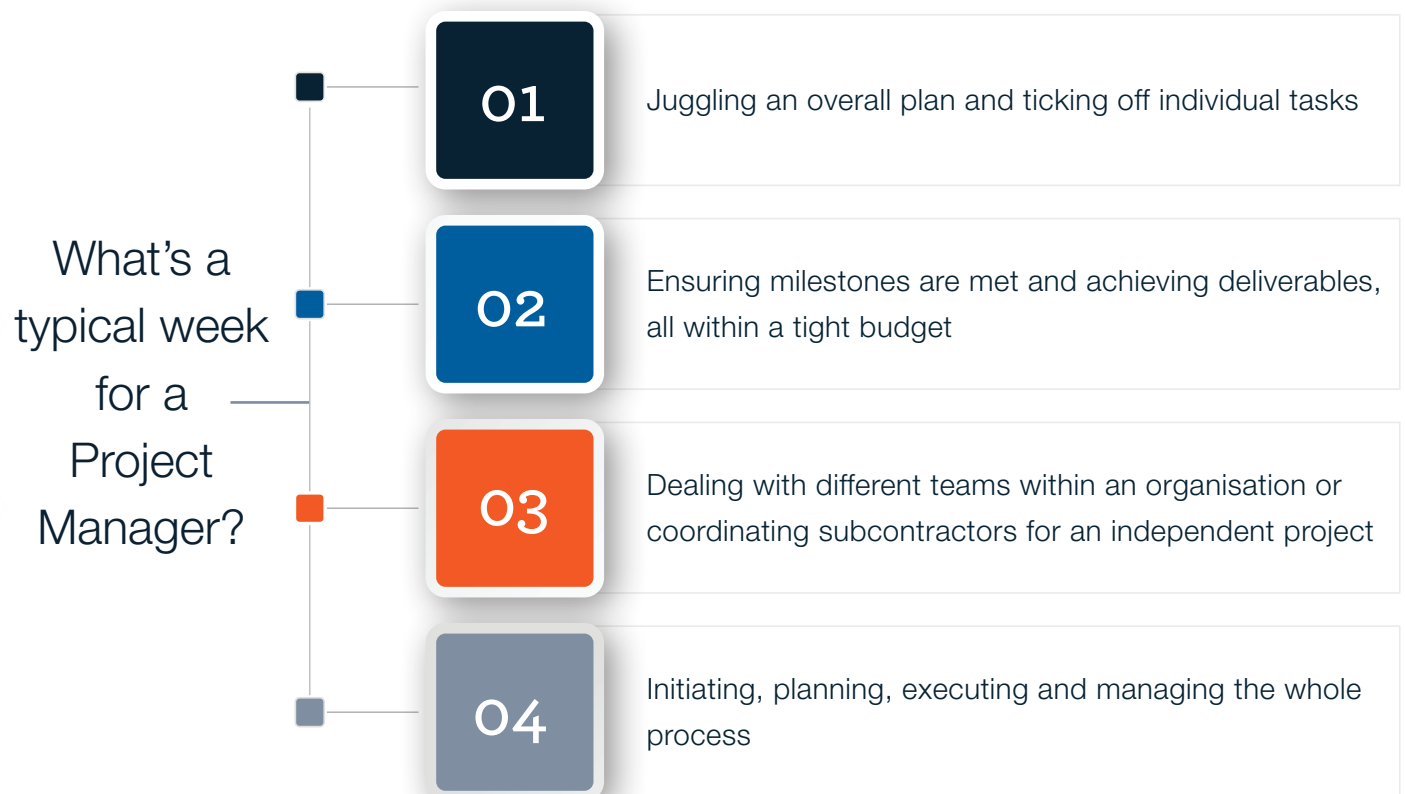
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# Introduction to Project Management

## WHY STUDY PROJECT MANAGEMENT?

Of all the aspects of any job that people enjoy, variety often tops the list. A stimulating environment reduces boredom while increasing engagement and job satisfaction. Project management ticks those boxes perfectly.




With a strong projected **growth rate of 6.2%** in Australian project management jobs over the next five years,

**it's a career well worth exploring.**

# Project management trends and shifts

## WHAT'S HAPPENING IN PROJECT MANAGEMENT RIGHT NOW?


### ARTIFICIAL INTELLIGENCE (AI)



While automation has apparent benefits, the advantages created by AI are impacting project management today. Scheduling projects based on automated data leads to better outcomes and cost-efficiencies.

AI generates information that helps inform durations, progress and costs and leaves a project manager more time to deal with clients, subcontractors, and other stakeholders. Not only does this free up time for project managers but it provides management with crucial data and analysis that may not be picked up with human error. Using this AI data and analysis alongside critical thinking and problem-solving can lead to projects becoming more efficient than ever before.

### HYBRID APPROACHES



Not all team members working under a project manager have the same skills or experience. A competent project manager understands this by combining several project management methodologies to suit individuals who contribute to the greater good by sticking to what they know best.

Combining traditional management tools while having the confidence to let workers use their tried-and-true strategies is what gets the job done. A good project manager is one who continues to learn on the job, and keeps up with the latest management and leadership trends, to ensure they are providing the best leadership to their team. Understanding that the “one-way-fits-all” mentality is outdated is one of the keys to success as a project manager.

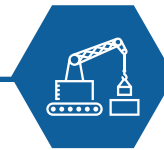
# Project Management Trends and Shifts

## WHICH INDUSTRIES NEED PROJECT MANAGERS THE MOST?



### ENGINEERING

The project manager is usually the key liaison between the engineering team and client and are available around the clock. They will discuss risks, deadlines and record all communications.



### CONSTRUCTION

Responsibilities extend across planning and executing through to project closure. Meeting timeframes and daily monitoring of activities is essential, as is reporting to management and providing support to the client.



### INFORMATION TECHNOLOGY

In addition to standard project management responsibilities, IT project managers must justify the value to the organisation of implementing software and IT systems. Impacts across the organisation and to all stakeholders must be analysed and managed.



### SOFTWARE DEVELOPMENT

To develop software systems or products, the project management process and software development process must be integrated. Often the needs of multiple end-users must be considered and the software extensively tested before the software release.

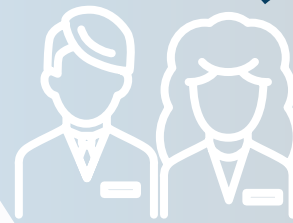


### BUSINESS

In a business, the strategic goals of the Board and CEO will often drive each project, and the project deliverables. Therefore, the project goals must align with company goals while achieving a solid return on investment.

# Project Management

IN NUMBERS



# 93%

of businesses are holding onto standardised project management practices within their business.



[WORKAMAJIG.COM/BLOG/PROJECT-MANAGEMENT-STATISTICS](http://WORKAMAJIG.COM/BLOG/PROJECT-MANAGEMENT-STATISTICS)

A joint survey in 2020 by KPMG & AIPM found that

# 67%

of businesses reported that projects were becoming more complicated,



and  

# 53%

of those businesses also said there was not sufficient investment in the skills required to cope with this increased project complication.

KPMG AUSTRALIA AND AIPM, 2020

# Project Management Skills

## WHAT SKILLS DO I NEED TO BE A SUCCESSFUL PROJECT MANAGER?

Project managers operate in an environment where both technical and soft skills are valued equally. This is due to the need for accurate analysis while dealing with a range of people with different specialties and personalities.

Think of a project manager as the skipper of a large ship that needs to navigate its way through sometimes choppy waters, a job that requires a mixture of technical know-how and thorough understanding of their crew.

### TECHNICAL SKILLS

Technical skills are essential to success and achieved with a diploma-level education and experience. Some technical skills crucial for project management are:

- Strategic planning
- Project scheduling
- Financial modelling
- Setting and meeting budgets
- Computer and software literacy
- Meeting facilitation
- Knowledge of required methodologies
- Performance tracking
- Risk assessment, management and planning
- Quality auditing, assessment and management of quality processes
- Overseeing project human resources management functions

# Project Management Skills

## SOFT SKILLS

Soft skills are vital to success and can be considered the 'glue' that holds the project management process together. Essential soft skills are:

### CRITICAL THINKING AND PROBLEM-SOLVING

These two soft skills are crucial for when project managers are under pressure and dealing with competing interests. It can mean the difference between a project completed on time and to budget and a sub-par outcome for the project.

### INTERPERSONAL OVERSIGHT

This is necessary for understanding how to balance the needs of multiple stakeholders over the project lifecycle while working to different timelines and overall budget.

### COMMUNICATION AND COLLABORATION

Having these soft skills is critical when dealing with clients and balancing multiple contributors to a project. Ensuring that you communicate effectively and efficiently with your clients and stakeholders allows for improved collaboration between parties.

### RISK ASSESSMENT

At every stage of a project's implementation, risk assessment is paramount. This often involves working with a quality auditor or OHS supervisor, evaluating their reports and recommendations to work together for the best solution regarding that project and potential risk.

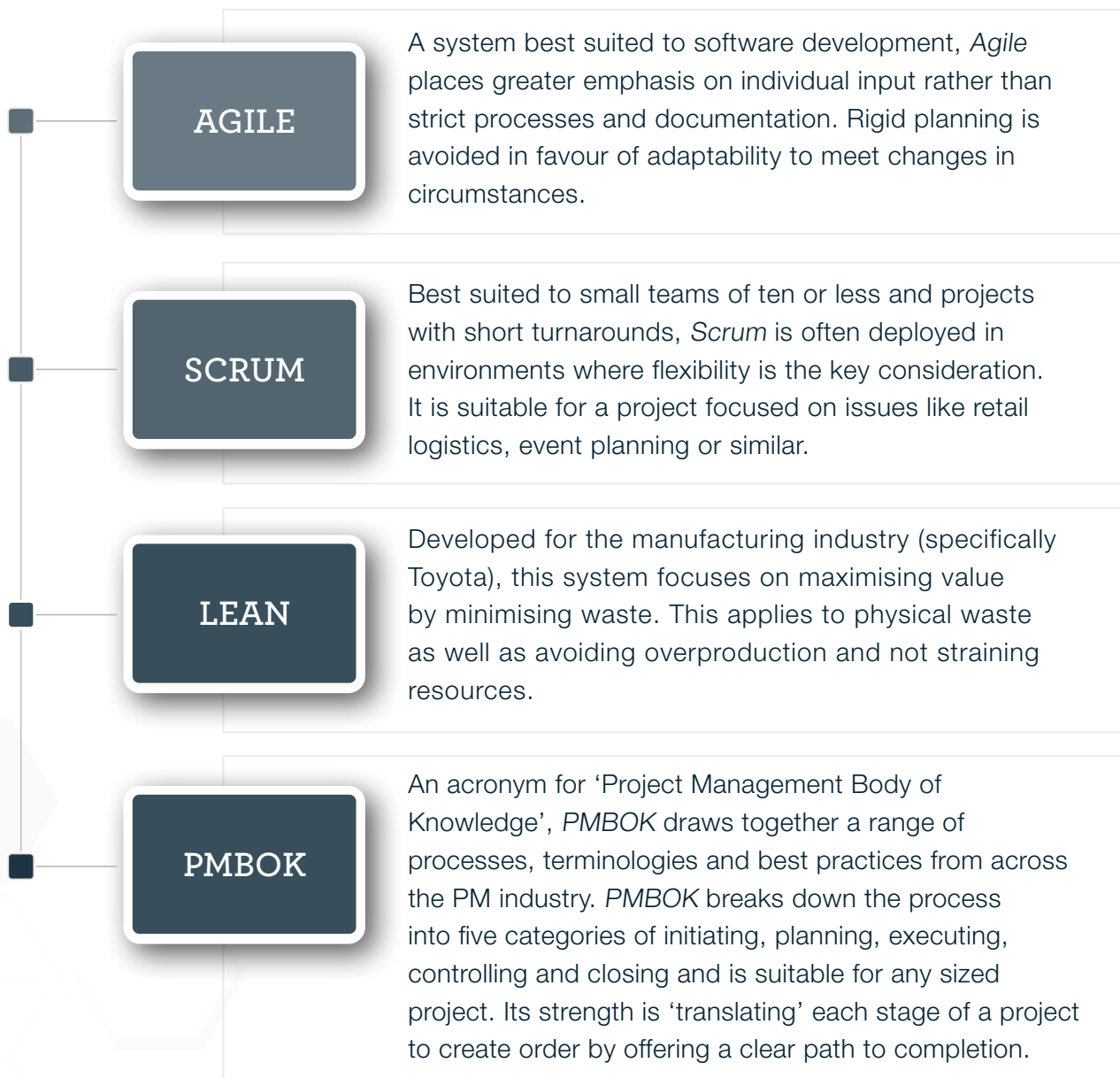
### NEGOTIATION

When the client scope changes mid-way, timeframes need to be adjusted, or more funds are required, negotiation is an important skill to have practiced and be confident in as a successful project manager.

# Project Management Methodologies

## WHAT ARE THE MOST POPULAR METHODS USED BY PROJECT MANAGERS?

Project management is complex by definition. Therefore, a range of methodologies is available that assist the process. Having the correct processes is critical to maximising the likelihood of success. These are four of the most popular:



# Your Future in Project Management

## WHAT FUTURE CAN I EXPECT IN THE FIELD OF PROJECT MANAGEMENT?

Few careers demand as many disparate yet connected skills as project management. It requires a willingness to learn at every opportunity, being aware of sector developments and embracing technology. Emerging trends to consider are:

COVID-19 has expedited what was already an emerging trend of **remote workplaces**, creating unique challenges for PMs whose job it is to juggle many competing interests and stakeholders.

Project managers need to adapt to fit their workforce instead of the opposite. The **impacts of AI, hybrid management approaches** and other trends are overall positive ones. The project manager who can best embrace change is the one whose skills are most likely to be in demand.

IT implementation will play a significant role in remote and hybrid workplaces and emphasise soft skills such as adaptability, strong leadership and mental fortitude.

The rewards are considerable, with **salaries of \$200,000** and more for the best senior project managers.

Project management is a highly valued career in the modern workplace. Studying a Nationally Recognised qualification such as the Diploma of Project Management (BSB50820) can open doors into rewarding project management roles across a variety of industries and sectors.



# Certificate IV in Project Management Practice

BSB40920

CAL's Certificate IV in Project Management Practice will provide you with the skills and tools necessary to successfully launch your project management career. You will learn foundational techniques in project scope, time, cost, quality management, stakeholder engagement and more.

You'll gain transferable skills in human resources, information management and communication to emerge feeling confident in your project management capabilities.

## DESIGNED FOR

This qualification is designed for professionals seeking to develop fundamental project management skills and knowledge.

## LEARNING OUTCOMES

- Identify factors of a project management scope plan
- Understand project resources management, techniques and measurements
- Create, update and maintain a project schedule
- Apply quality management techniques to projects
- Produce and monitor a project budget
- Implement project planning and communications management

## ENTRY-LEVEL QUALIFICATION

### UNITS



**A total of 9 units to achieve your Certificate IV**

### DURATION



**Generous 24-month self-paced enrolment period**

Part-time: approx. 10-12 months  
Full-time: approx. 8 months

### CAREER OPPORTUNITIES



- Project Coordinator
- Senior Project Administrator
- Contract Administrator

### INDUSTRIES



- Construction
  - Government
  - IT
- + many more

# Diploma of Project Management

BSB50820

CAL's Diploma of Project Management (BSB50820) will provide you with the skills and tools necessary to lead your team and manage, implement and deliver successful projects on time and to budget. You will learn foundational strategies applicable across methodologies, and both small-scale and multi-million dollar projects.

You'll gain transferable skills in managing projects and leading a team, allowing you to expand your career choices across multiple industries from mining to construction to healthcare - just to name a few.

## DESIGNED FOR

This qualification is designed for professionals with two or more years of project experience looking to upskill and take the next step in their career into a project managing role.

## LEARNING OUTCOMES

- Develop, manage and execute project plans
- Lead and performance manage a project team
- Manage large budgets and financial plans across multiple projects
- Manage small to large projects using the PMBOK 10 knowledge areas
- Manage project risk, project integration and project procurement
- Manage project stakeholder engagement

### 6 additional units to upgrade to the Double Diploma

Combine with:

**Diploma of Leadership & Management (BSB50420)**

*Perfect for those wanting to refine their management skills and move into senior project management positions.*

## MID-LEVEL QUALIFICATION

### UNITS



**A total of 12 units to achieve your Diploma**

### DURATION



**Generous 24-month self-paced enrolment period**

Part-time: approx. 14-16 months

Full-time: approx. 12 months

### CAREER OPPORTUNITIES



- Senior Project Administrator
- Project Manager
- Risk Manager

### INDUSTRIES



- Construction
- Government
- IT
- + many more

### RECOGNITION



Australian Institute of Project Management  
Endorsed Course

This course is endorsed by AIPM, the premier, longest-serving body for project management in Australia.

# Diploma of Project Management (specialising in Construction)

BSB50820

CAL's Diploma of Project Management (specialising in Management) (BSB50820) will give you the ability to develop highly sought-after skills to excel in your construction project management career. You'll gain insight into fundamental project management processes for planning and delivering construction projects on time and to budget. You'll be ready to put down the tools and pick up your career in construction project management roles.

## DESIGNED FOR

This qualification is designed for professionals who have been working in a construction and are now looking to upskill into construction project management positions.

## LEARNING OUTCOMES

- Develop, manage and execute project plans
- Manage construction work and construction contracts
- Manage project time and costs to ensure construction projects are delivered on time and to budget
- Manage small to large projects using the PMBOK 10 knowledge areas
- Manage project risk, project integration and project procurement

## MID-LEVEL QUALIFICATION

### UNITS



**A total of 12 units to achieve your Diploma**

### DURATION



**Generous 24-month self-paced enrolment period**

Part-time: approx. 15-17 months  
Full-time: approx. 12 months

### CAREER OPPORTUNITIES



- Senior Project Administrator
- Project Manager
- Risk Manager

### INDUSTRIES



- Commercial construction
- Mining
- Residential construction
- + many more

### WORKPLACE REQUIREMENTS

As part of this course, it is compulsory to undertake and provide third-party evidence for some assessments in an eligible industry workplace. If you are not currently in, or have not previously been in, an eligible workplace, you must source your own host workplace and undertake work that meets the requirements for the units of this course.

# FAQs

## RECOGNITION

### Where is this qualification recognised?

The College for Adult Learning is a Registered Training Organisation TOID 22228 and all of our Certificate IV and Diploma qualifications adhere to the Australian Qualification Framework (AQF). They are Nationally Recognised and internationally respected qualifications, issued on behalf of the Australian Government.

## COURSE STRUCTURE

### How is the course delivered?

The course is 100% online and self-paced, so you can study on your own terms. Make your way through the units with clear tutorials, supporting content downloads, as well as regular checkpoints to test and strengthen your learning along the way. You'll complete a combination of quizzes, written activities, and practical assessment tasks to demonstrate your skills.

### What are the assessments?

There are no exams for the course. All assessments involve practical and job-ready applications based on your workplace or the case studies we provide. There are different assessment elements, including interactive simulation and role play activities. These activities are conducted with a Learning Coach and may need to be completed with others (e.g. coworkers, friends or family) in real-time through Zoom or in a pre-recorded video. Video assessments allow us to assess your interpersonal skills needed for management roles. This is an innovative method to engage with your learning by acting out crucial situations you would encounter in the workplace, in a safe environment with an industry expert. You'll be able to hone your new skills in real-time with your Learning Coach and get valuable feedback so you can confidently demonstrate your learning in the workplace.

## REQUIREMENTS

### Are there any prerequisites for the course?

Our students are required to be 18 years or older at the time of registration and demonstrate the required level of competency in English language, literacy and numeracy skills. If English isn't your first language, you may be asked to sit an LLN test to ensure you are suitable to undertake the course.

As part of the Diploma of Project Management (specialising in Construction) (BSB50820), it is compulsory to undertake and provide third-party evidence for some assessments in an eligible industry workplace. If you are not currently in, or have not previously been in, an eligible workplace, you must source your own host workplace and undertake work that meets the requirements for the units of this course. For more information regarding workplace requirements, please speak to our friendly Learning Consultants.

### What IT requirements do I need to complete the course?

You will need regular access to a laptop, desktop computer or another device with an adequate and reliable internet connection, at least the equivalent of Microsoft Office or Office for Mac, with word-processing capabilities and spreadsheets and a PDF reader installed, full permissions to install and access third-party software as required. You will also need regular access to a laptop, desktop computer or device with an adequate camera to undertake video calls for assessments as required.

# FAQs

## COURSE STRUCTURE

### How long does the course take?

Our courses are completely self-paced, meaning you can study around your lifestyle. No strict deadlines, no inflexible classes to work around, no pressure to work to someone else's schedule. Depending on the time you commit and your learning style, studying part-time could see you complete the course in approximately 16 months. You'll have the freedom to study when it suits you with our generous 24-month enrolment period.

### When can I start?

We have no restrictive intake periods, so you can start as soon as we've processed your course registration and official enrolment form. This is typically done in as little as two business days. We also have options to start your payment plan while delaying your course commencement date until you're ready to begin studying within three months.

### What if I fall behind?

Our courses are completely self-paced, so you don't need to keep up with a class or work to strict deadlines. As a CAL student, you'll receive an individual learning plan that is tailored to your study needs, this helps create structure and set guidelines to help you stay on track to complete your studies. We cater to adult learners and understand that life can sometimes get in the way, so if you find yourself falling behind, you can speak to our Student Support who will be able to advise you of all your options, revisit your learning plan, and help you get your study back on track.

## SUPPORT

### What support is provided?

All support is provided by CAL, you can book in coaching calls when you need them as well as send through support requests to be answered by our Learning Coaches and Student Success Advisors. You can even get quick answers from our Live Chat with Student Support.

### I work full time, can I access my coach after hours?

Our coaches work late on selected nights of every week, so we are happy to book in after-hours calls. We have students across all timezones, so our Learning Coaches are conscious of accounting for time differences.

## RECOGNITION OF PRIOR LEARNING

### Does CAL offer RPL?

If you are a highly experienced professional and believe that you currently hold an extensive level of knowledge, competence and ability in your field, you may be eligible for Recognition of Prior Learning (RPL), which could reduce the time it takes for you to get qualified. You can RPL particular units, or a whole course. To be successful in your RPL application, you will need to provide comprehensive evidence of prior work experience, including workplace documents, strategies that you have created. If you would like more information on RPL, please speak to one of our Learning Consultants.

# Why CAL?

## UNIQUE AND FLEXIBLE LEARNING

“ We’re committed to **igniting real change** by inspiring one student at a time and giving them the power to shape their world. ”

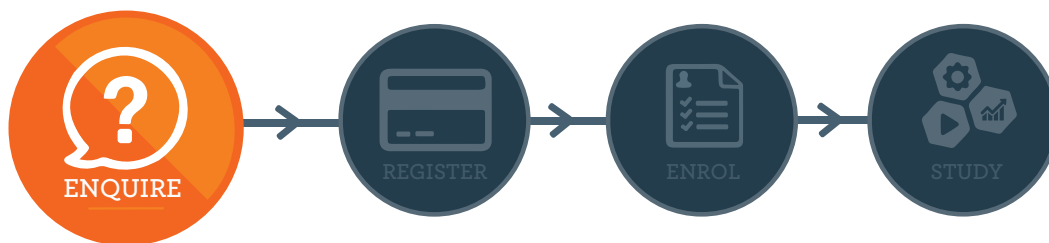
CAL was formed as a Registered Training Organisation (RTO) in 2009 by Helen Sabell and Rob Golding. They wanted to change the way we deliver adult education through dedication to outcomes-focused, practical training solutions with unparalleled support and flexibility.

They built the foundation for an RTO that is committed to making a difference and inspiring transformation through learning.

At CAL, we live by this in everything we do, from our unique flexible delivery to our bespoke content written in partnership with industry leaders, through to our hands-on and personalised approach to support.



**In just four easy steps you'll be on your way to taking your career to new heights.**



Now that you've enquired, the next step is to apply to enrol. You'll be put in contact with your own Professional Learning Consultant who will guide you through the registration and enrolment process and get you started in your exciting new course with CAL.

**Take the first step in advancing your career and apply to enrol today.**

**Apply now, start tomorrow**