

✉ info@collinsacademy.edu.au

www.collinsacademy.edu.au

📍 Level 5, 259-263 Collins Street,  
Melbourne VIC 3000, Australia

☎ 03 7068 0005

Release day: 02/07/2025



# CREATE YOUR OWN DREAM

**COLLINS**   
**ACADEMY**

RTO: 45270 | CRICOS: 03645E  
Collins Academy Pty Ltd ABN: 64 613 880 498

**LAURUS**   
**EDUCATION**

Collins Academy is owned and operated  
by Laurus Education Holdings

## Project Management

BSB40920 Certificate IV in Project Management Practice

BSB50820 Diploma of Project Management

## Business and Management

BSB50420 Diploma of Leadership and Management

BSB60420 Advanced Diploma of Leadership and Management

BSB80120 Graduate Diploma of Management (Learning)



# BSB40920 Certificate IV in Project Management Practice

Cricos Code: 112498D

Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



## Course Description

This qualification reflects the role of individuals who apply project management skills and knowledge in a wide variety of contexts. The job roles that relate to this qualification may include Contracts Officer, Project Administrator and Quality Officer.

Individuals in these roles work autonomously, and might be members of a project team, with no direct responsibility for overall project outcomes. Primarily, these roles would support wider project operations.

## Qualifications Pathway

Students who complete this course may wish to continue their education into a range of Certificate IV qualifications

-  BSB50820 Diploma of Project Management
-  BSB50420 Diploma of Leadership and Management

## Entry Requirements

-  Learners must be a minimum age of 18 years or above at the time of course commencement.
-  To enter this qualification, applicants should have successfully completed an Australian Year 11 (or an international secondary school year which is equivalent to Australian Year 11) with satisfactory results.
-  For international students:  
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date.  
Note: Refer to our website for more information on English requirements.

---

 Additionally, all applicants are required to:  
Complete Pre-Training Review  
Some students may be required to complete an LLN assessment

 Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

---

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



## Units of competency

### CORE UNITS

#### Unit Code

BSBPMG420  
BSBPMG421  
BSBPMG422

#### Unit Title

Apply project scope management techniques  
Apply project time management techniques  
Apply project quality management techniques

### ELECTIVE UNITS

#### Unit Code

BSBPMG423  
BSBPMG424  
BSBPMG425

BSBPMG426  
BSBLDR413  
BSBPMG428

#### Unit Title

Apply project cost management techniques  
Apply project human resources management approaches  
Apply project information management and communications techniques  
Apply project risk management techniques  
Lead effective workplace relationships  
Apply project life cycle management processes



# BSB50820 Diploma of Project Management

CrICOS Code: 112497E

Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



## Course Description

This qualification reflects the role of individuals who apply project management skills and knowledge in a variety of contexts, across a number of industry sectors. The job roles that relate to this qualification may include Project Manager and Project Team Leader.

Individuals possess a sound theoretical knowledge base and use a range of specialised, technical and managerial competencies to initiate, plan, execute and evaluate their own work and/or the work of others.

## Qualifications Pathway

Students who complete this course may wish to continue their education into a range of Advanced Diploma qualifications, such as :

-  BSB60420 Advanced Diploma of Leadership and Management
-  Advanced Diploma of Project Management

## Entry Requirements

-  Learners must be a minimum age of 18 years or above at the time of course commencement.
-  To enter this qualification, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results.
-  For international students:  
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date.  
Note: Refer to our website for more information on English requirements.

- 
-  Additionally, all applicants are required to:  
Complete Pre-Training Review  
Some students may be required to complete an LLN assessment

-  Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

---

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



## Units of competency

### CORE UNITS

#### Unit Code

BSBPMG530  
BSBPMG531  
BSBPMG532  
BSBPMG533  
BSBPMG534  
BSBPMG535  
BSBPMG536  
BSBPMG540

#### Unit Title

Manage project scope  
Manage project time  
Manage project quality  
Manage project cost  
Manage project human resources  
Manage project information and communication  
Manage project risk  
Manage project integration

### ELECTIVE UNITS

#### Unit Code

BSBSTR502  
BSBCMM511  
BSBTWK502  
BSBPEF501

#### Unit Title

Facilitate continuous improvement  
Communicate with influence  
Manage team effectiveness  
Manage personal and professional development



# BSB50420 Diploma of Leadership and Management

Cricos Code: 105247D

Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



## Course Description

The BSB50420 Diploma of Leadership and Management empowers emerging leaders across a range of industries with the knowledge and practical skills to help grow their organisations strategically.

Students at this level are growing their initiative and judgement in planning, organising, implementing and monitoring their own workload and the workload of others. They use communication skills to support their teams to hit the major strategic targets of their organisation.

## Qualifications Pathway

After successfully completing BSB50420 Diploma of Leadership and Management, students may apply for:

 BSB60420 Advanced Diploma of Leadership and Management

 Bachelor of Business

## Entry Requirements

 Learners must be a minimum age of 18 years or above at the time of course commencement.

 To enter this qualification, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results.

 For international students:  
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date.

Note: Refer to our website for more information on English requirements.

---

 Additionally, all applicants are required to:

Complete Pre-Training Review

Some students may be required to complete an LLN assessment

 Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

---

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



## Units of competency

### CORE UNITS

#### Unit Code

BSBCMM511  
BSBCRT511  
BSBLDR523  
BSBOPS502  
BSBPEF502  
BSBTWK502

#### Unit Title

Communicate with influence  
Develop critical thinking in others  
Lead and manage effective workplace relationships  
Manage business operational plans  
Develop and use emotional intelligence  
Manage team effectiveness

### ELECTIVE UNITS

#### Unit Code

BSBFIN501  
BSBLDR522  
BSBOPS504  
BSBSTR502  
BSBTWK503  
BSBWHS521

#### Unit Title

Manage budgets and financial plans  
Manage people performance  
Manage business risk  
Facilitate continuous improvement  
Manage meetings  
Ensure a safe workplace for a work area



# BSB60420 Advanced Diploma of Leadership and Management

CrICOS Code: 105248C

Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



## Course Description

The BSB60420 Advanced Diploma of Leadership and Management exposes leaders and managers to a wide range of innovative practices in modern organisations. Apply insights across a broad spectrum of enterprise and industry.

Students develop the initiative and judgement to plan and implement a range of leadership and management functions, with accountability for personal and team outcomes.

After successfully completing **Qualifications Pathway** BSB60420 - Advanced Diploma of Leadership and Management, students may apply for:

 BSB80120 Graduate Diploma of Management (Learning)

 Bachelor of Management

 Bachelor of Business

## Entry Requirements

 Learners must be a minimum age of 18 years or above at the time of course commencement.

 To enter this qualification, applicants should have successfully completed an Australian Year 12 (or an international secondary school year which is equivalent to Australian Year 12) with satisfactory results.

 For international students:  
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date.

Note: Refer to our website for more information on English requirements.

 Additionally, all applicants are required to:  
Complete Pre-Training Review  
Some students may be required to complete an LLN assessment

 Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



## Units of competency

### CORE UNITS

#### Unit Code

BSBCRT611  
BSBLDR601  
BSBLDR602  
BSBOPS601  
BSBSTR601

#### Unit Title

Apply critical thinking for complex problem solving  
Lead and manage organisational change  
Provide leadership across the organisation  
Develop and implement business plans  
Manage innovation and continuous improvement

### ELECTIVE UNITS

#### Unit Code

BSBHRM614  
BSBPEF501  
BSBPMG633  
BSBSTR602  
BSBSUS601

#### Unit Title

Contribute to strategic workforce planning  
Manage personal and professional development  
Provide leadership for the program  
Develop organisational strategies  
Lead corporate social responsibility



# BSB80120 Graduate Diploma of Management (Learning)

CrICOS Code: 105249B

Delivery Mode: Classroom based - Face to Face - 20 hours per week

 Intake Date: Monthly

 Duration: 52 weeks inclusive of term break and public holiday



## Course Description

The BSB80120 – Graduate Diploma of Management (Learning) equips graduates with specialised knowledge and skills in the field of organisational learning and capability development.

Throughout the course, students integrate various sources of data with their own professional experience to generate and evaluate complex ideas.

## Qualifications Pathway

After successfully completing BSB80120 Graduate Diploma of Management (Learning), students may apply for:

- Master of Accounting
- Master of Business (HRM)
- Master of Business (Marketing)
- Master of Economic
- Master of Finance

## Entry Requirements

- Learners must be a minimum age of 18 years or above at the time of course commencement.
- To enter this qualification, applicants should have successfully completed an Australian diploma level qualification or equivalent or higher with satisfactory results.
- For international students:  
Applicants must provide evidence of completion of the International English Language Testing system (IELTS Test), either Academic (A) or General (G) band 6 overall, or its equivalent completed within 2 years from the application date.  
Note: Refer to our website for more information on English requirements.
- Additionally, all applicants are required to:  
Complete Pre-Training Review  
Some students may be required to complete an LLN assessment
- Some assessment tasks are completed using a computer and internet, and it is essential for the student to possess basic computer skills.

### RPL and Credit Transfer

Refer to our website for information on Recognition of Prior Learning (RPL) and Credit Transfer (CT).



## Units of competency

### CORE UNITS

#### Unit Code

BSBCMM511  
BSBCRT511  
BSBLDR523  
BSBOPS502  
BSBPEF502  
BSBTWK502

#### Unit Title

Communicate with influence  
Develop critical thinking in others  
Lead and manage effective workplace relationships  
Manage business operational plans  
Develop and use emotional intelligence  
Manage team effectiveness

### ELECTIVE UNITS

#### Unit Code

BSBFIN501  
BSBLDR522  
BSBOPS504  
BSBSTR502  
BSBTWK503  
BSBWHS521

#### Unit Title

Manage budgets and financial plans  
Manage people performance  
Manage business risk  
Facilitate continuous improvement  
Manage meetings  
Ensure a safe workplace for a work area

