

Course Spotlight

Project Management



This qualification will provide you with the project management skills and knowledge to be effective in a range of complex roles in the workplace, including:

- Developing and undertaking a project plan for stakeholders
- Identifying the risks, designing and applying a risk management plan
- Budgeting, forecasting and financial record keeping
- Time-management and scheduling
- Implementing quality assurance and control.

Course Duration and Delivery

The 12 month program is delivered in shorter, more manageable terms of learning. This allows participants to focus on specific sections of the program at one time.

These terms also provide the perfect 'check point' over the duration of the program to monitor and support your progress.

Each term, you will enjoy an innovative 360 degree learning experience.

After a program orientation session, you will engage in online group workshops and tutorials, online activities, and have access to on-demand support as required.

Course Overview



Innovative 360 degree learning experience



12 Month duration. Regular intakes throughout the year



BSB30120 - Certificate III in Business
Project Management Focused

Job Outcomes

- Program Administrator
- Administration Officer
- Office Manager
- Business Services Officer
- Client Services Officer

Request a free demo

Ready to take the next step? Then book a free demo session with our team.

You will be able to see first-hand the type of learning activities and course materials you will enjoy as part of your course.

We are here to help you

For further information or to enrol in a course, speak to your Job Coach or contact AETS.



1800 872 297



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The program is delivered in shorter - more manageable - terms of learning. Students gets to focus on specific sections of the program at one time. These terms also provide the perfect 'check point' over the duration of the program to monitor and support participant progress.

Term 1	Term 2	Term 3	Term 4
Orientation		Extension Term If participant requires extra support, workshops, catchup sessions, time to complete course activities etc.	Extension Term If participant requires extra support, workshops, catchup sessions, time to complete course activities etc.
Live Workshops	Live Workshops		
Self-Learning	Self-Learning		
Workplace Learning and Activities			



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Each term, the participant enjoys an innovative 360 degree learning experience.

The term starts with an orientation and continues with online support workshops, workplace learning and on demand support if required and concludes with a face to face workplace visit by the trainer to recap the term of learning and observe the participant's progress.*



	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Orientation	✓									
Live Workshops	✓		✓		✓		✓		✓	
Live Tutorials		✓		✓		✓		✓		✓
Workplace Learning*		✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Trainer Visit										✓
On demand support	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Note, delivery options can vary, please refer to detailed timetable online for further details. Timing of Workplace Learning determined between AETS and student, can vary.



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