



*Australian Diver Accreditation Scheme (ADAS)*  
**Advanced Diploma of Occupational Diving**  
**Dive Project Manager**

As a Registered Training Organisation under the vocational education National Training Framework, ADAS has accredited the Dive Project Manager course to be the flagship of the ADAS qualifications. This is a nationally recognised qualification at an advanced level, with an emphasis on practical application of management skills in a business environment.

Developed in conjunction with the industry (including construction contractors, military, scientific and police managers), it is intended to enhance employment prospects for people in the diving industry, and provide employers with access to personnel with real and credible skills generally not currently available in the diving work force.

Designed to appeal to 'get ahead' divers who want to develop a career at the managerial level involved in the planning, implementation, direction and supervision of commercial diving projects, the award will offer positive value to personnel involved in construction, scientific, fisheries, police and military diving activities.

### **Aims and Outcomes**

The course is for working divers and supervisors or people involved in supporting dive projects in a dive organisation. It will provide people with business and project management skills and would be particularly relevant to any divers starting or managing their own business and to people working within the diving division of a larger organisation. It will:

- Further develop and/or polish your professional leadership and management abilities;
- Provide you with 'hard' advanced project-management skills including man-hour and cost estimating, preparing tender documents, project implementation and reporting, managing client relationships and personnel;
- Develop your risk management skills in relation to overall sustainable organisational development and project-based risk;
- Develop your customer service awareness and skills to ensure ongoing client satisfaction and increase the probability of repeat business.

### **Who should do this course?**

Individuals who:

- are already working in the diving industry;
- are dealing with the commercial realities of obtaining work and satisfying industry standards to ensure ongoing work;
- enjoy people and project management and would like to develop their dive industry career in this direction;
- are considering a major change to their employment arrangements and career path, such as shifting from military/police diving to construction/offshore industry;
- are interested in starting or further developing their own business within the diving industry.

**Minimum pre-requisites:** Part 1 Diver OR 2 years working in the diving industry



## Course Structure

The course will be structured around a combination of:

- Formal face-to-face teaching;
- Directed study and completion of directed course workbook-based material;
- Research projects ;
- Project-based work (such as preparing a full tender for a job, based on an identified business with nominated characteristics – eg, personnel, facilities, resources, experience, etc).
- Preparation of a portfolio of evidence of current competence based on past work experience.

The course is intended to be conducted over a 6-12 month period. There is a mandatory 2 week face-to-face component, and the remainder is self-paced and the length (by negotiation) determined by the efforts of the students.

The Advanced Diploma is comprised of the following 8 modules, plus 2 prerequisite modules, with further details on each module in Appendix 1:

- *Managing effective communication in a diving organisation;*
- *Establish, maintain and evaluate occupational health and safety systems;*
- *Leadership and management in a diving organisation;*
- *Developmental planning for a diving organisation;*
- *Prepare estimates, quotes and tenders;*
- *Direct project activities;*
- *Manage the delivery of quality client service;*
- *Manage business risk.*

*Prerequisites (from Dive Supervisor course – supplied with Advanced Diploma materials)*

- *Implement and Monitor Occupational Health and Safety Programs*
- *Manage Risk Associated with Dive Operations*

## Further information and Contact Details

<p>Paul Butler Executive Director ADAS 526 Duncan Road Dunoon NSW 2480 Australia phone 02 6689 5656 (Int'l +61 26689 5656) Fax 02 6689 5657 Mobile 0410 626862 email: <a href="mailto:paul.butler@adas.org.au">paul.butler@adas.org.au</a> internet: <a href="http://www.adas.org.au">www.adas.org.au</a></p>	<p>Bronwen Campbell Course Director Active Learning Partners Melbourne, Australia  Phone: 0439 842237 (Int'l +61 439842237) Timezone GMT+10  e-mail : <a href="mailto:bc@activelearning.com.au">bc@activelearning.com.au</a></p>
---	--

## APPENDIX 1: SUMMARY OF MODULES

### Dive Project Manager – Advanced Diploma of Occupational Diving

The following are the learning outcomes to be achieved in undertaking the Advanced Diploma course.

MODULE NAME		LEARNING OUTCOMES
<b>7.1 MANAGING EFFECTIVE COMMUNICATION IN A DIVING ORGANISATION</b>		
	7.1.x	<ol style="list-style-type: none"> <li>1. Conduct effective meetings to achieve objectives in a diving organisation.</li> <li>2. Negotiate to achieve an agreed outcome in the context of the diving industry.</li> <li>3. Facilitate group problem solving and decision making to achieve objectives in a diving organisation.</li> </ol>
<b>7.2 ESTABLISH, MAINTAIN AND EVALUATE OCCUPATIONAL HEALTH AND SAFETY SYSTEM</b>		
	7.2.x	<ol style="list-style-type: none"> <li>1. Establish and maintain the framework for the occupational health and safety system in the area of responsibility</li> <li>2. Establish and maintain participative arrangements for the management of occupational health and safety.</li> <li>3. Establish and maintain procedures for identifying hazards and dealing with hazardous events.</li> <li>4. Establish and maintain procedures for assessing and controlling risk.</li> <li>5. Establish and maintain occupational health and safety training program</li> <li>6. Establish and maintain a system for occupational health and safety records.</li> <li>7. Evaluate the organisation's occupational health and safety system and related policies, procedures and programs.</li> </ol>
<b>7.3 LEADERSHIP AND MANAGEMENT IN A DIVING ORGANISATION</b>		
	7.3.x	<ol style="list-style-type: none"> <li>1. Employ leadership styles appropriate to the situation and the needs of the team in a diving organisation.</li> <li>2. Apply appropriate administrative management techniques in a dive organisation.</li> <li>3. Apply appropriate human resource management techniques in a diving organisation.</li> <li>4. Describe and explain the formation, operation and termination of contracts as they affect business activities.</li> </ol>

<b>7.4 DEVELOPMENTAL PLANNING FOR A DIVING ORGANISATION</b>		
	7.4.x	<ol style="list-style-type: none"> <li>1. Identify and analyse major contemporary issues impacting on the diving industry.</li> <li>2. Outline the processes involved in establishing, monitoring and reviewing a development plan for a diving organisation.</li> <li>3. Outline the processes involved in the development of policy and procedures for a diving organisation.</li> <li>4. Explain the key concepts and practices of quality management and continuous improvement and the advantages for organisations and individuals in the diving industry.</li> </ol>
<b>7.5 DIRECT PROJECT ACTIVITIES</b>		
	7.5.x	<ol style="list-style-type: none"> <li>1. Identify project scope in a strategic context</li> <li>2. Acquire project resources</li> <li>3. Manage integration of project activities</li> <li>4. Evaluate project activities</li> </ol>
<b>7.5a PREPARE ESTIMATES, QUOTES AND TENDERS</b>		
	7.5a.x	<ol style="list-style-type: none"> <li>5. Carry out preliminary planning activities for estimating, quoting and/or tendering</li> <li>6. Determine resource requirements</li> <li>7. Prepare schedules for the estimate, quote or tender</li> <li>8. Prepare and document the estimate, quote or tender for submission to the client</li> </ol>
<b>7.6 MANAGE THE DELIVERY OF QUALITY CLIENT SERVICE</b>		
	7.7.x	<ol style="list-style-type: none"> <li>1. Analyse client needs</li> <li>2. Deliver service which satisfies changing client requirements</li> <li>3. Secure employee commitment to the provision of client service</li> <li>4. Promote client service</li> <li>5. Analyse and review client services</li> </ol>
<b>7.7 MANAGE BUSINESS RISK</b>		
	7.4.x	<ol style="list-style-type: none"> <li>1. Establish the risk management context</li> <li>2. Plan for risk management in a specific activity</li> <li>3. Manage risk</li> <li>4. Evaluate the risk management plan</li> </ol>

### Prerequisite modules from Dive Supervisor Course

The following modules from the Dive Supervisor are pre-requisites for this course, due to the safety critical nature of the content. For the convenience of participants, the course materials from the Dive Supervisor course are provided for these two modules for self-study. The Dive Project Manager assessment will include the competencies within these two modules.

<b>6.2 IMPLEMENT AND MONITOR OCCUPATIONAL HEALTH AND SAFETY PROGRAMS</b>		
	6.2.x	<ol style="list-style-type: none"><li>1. Provide information to the workgroup about the organisation's occupational health and safety policies, procedures and programs.</li><li>2. Implement and monitor the organisation's procedures for identifying hazards, assessing risks and controlling risks.</li><li>3. Implement the organisation's procedures for dealing with hazardous events and equipment.</li><li>4. Implement and monitor the organisation's procedures for maintaining occupational health and safety records.</li></ol>

<b>6.2 MANAGE RISK ASSOCIATED WITH DIVE OPERATIONS</b>		
	6.5.x	<ol style="list-style-type: none"><li>1. Apply risk controls for general diving risks.</li><li>2. Undertake site and task-specific risk assessment and select appropriate risk control measures.</li><li>3. Apply standard air, surface decompression and therapeutic tables in planning and conducting dive operations.</li><li>4. Undertake contingency planning.</li></ol>