

Course Outline

BSB51107 Diploma of Management

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

The BSB51107 Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Manager

There are no specific pre-requisites for this qualification, however some language, literacy and numeracy skills will be required; if this poses any difficulty at all, discuss with your Work Plus Development + Training contact person, with your workplace supervisor or take advantage of the programs offered by Work Plus Development + Training (refer participants guide).

Distance education gives the individual the flexibility to design a program that suits their needs. Whether looking to launch a career or up skill in an existing role, the Work Plus Development & Training model allows the flexibility to make it work.

Work Plus Development & Training view distance education and workplace education equally, with both achieving the same quality service delivery and nationally recognised qualifications.

In order to ensure that the business and the individuals gain the most out of this qualification, a **flexible** approach is taken by Work Plus Development + Training, which includes:

- Undertaking a Training Needs Analysis with the business and the individuals...
- ...Negotiating the “Planned Outcomes” with the business and the individuals...
- ...Provision of quality learning and assessment resources...

... and as distance education participants, there is still plenty of opportunity to access Work Plus Development & Training’s qualified consultants, using a range of methods including...

- ...Telephone & Facsimile
- ...Email
- ...Online Forums & Blogs

Please ask your Work Plus Development + Training representative to provide you with any further information that you require – qualification rules on following page.

**Enrol now online at www.workplus.com.au
or call 03 6344 3747 to talk to a
Work Plus Development + Training representative today**

BSB51107 Diploma of Management **– the qualification rules**

Requiring 8 units for the qualification.

5 core units from the core units listed below

- BSBCUS501A Manage quality customer service
- BSBFIM501A Manage budgets and financial plans
- BSBINM501A Manage an information or knowledge management system
- BSBLED501A Develop a workplace learning environment
- BSBMGT502B Manage people performance
- BSBMGT515A Manage operational plan
- BSBMGT516A Facilitate continuous improvement
- BSBOHS509A Ensure a safe workplace
- BSBPMG510A Manage projects
- BSBRSK501A Manage risk
- BSBWOR501A Manage personal work priorities and professional development
- BSBWOR502A Ensure team effectiveness

3 elective units

The **3 elective units** may be selected from the core or elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

- BSBCOM503B Develop processes for the management of breaches in compliance requirements
- BSBCUS501A Manage quality customer service
- BSBFIM501A Manage budgets and financial plans
- BSBFRA502B Manage a franchise operation
- BSBHRM402A Recruit, select and induct staff
- BSBHRM503A Manage performance management systems
- BSBHRM504A Manage workforce planning
- BSBLED501A Develop a workplace learning environment
- BSBMGT502B Manage people performance
- BSBMGT516A Facilitate continuous improvement
- BSBSUS501A Develop workplace policy and procedures for sustainability
- BSBWRK509A Manage industrial relations