

# 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).

Work Plus Development + Training use a number of different approaches to facilitate learning and assessment for this qualification. Flexibility

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

Conducting all learning and assessment activities at dates, times and locations suitable to all involved

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

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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