



Customised Training Pty Ltd

BSB51107

Diploma of Management

Course Overview

The Diploma of Management develops the skills and knowledge needed for workplace leadership in a team based environment. It is designed for managers who have major responsibility of ensuring that teams deliver quality services and products. Participants who currently work in supervisory and team management roles who may not have a high level of formal education but require management skills will benefit enormously from this qualification.

Qualification

Upon successful completion of this course participants will be awarded the nationally recognised qualification Diploma of Management (BSB51107).

Course Requirements

8 units of competency must be completed including a minimum of 5 core units from the list below and 3 units from the listed elective units. If not listed below, 1 unit may be selected from either a Certificate IV or an Advanced Diploma qualification.

CORE UNITS (Select 5 - 8 units)	
Code	Unit Title
BSBOHS509A	Ensure a safe workplace
BSBWOR501A	Manage personal work priorities and professional development
BSBMGT515A	Manage operational plan
BSBCUS501A	Manage quality customer service
BSBMGT516A	Facilitate continuous improvement
BSBLED501A	Develop a workplace learning environment
BSBWOR502A	Ensure team effectiveness
BSBFIM501A	Manage budgets and financial plans
BSBMGT502B	Manage people performance
BSBRISK501A	Manage Risk

ELECTIVE UNITS (Select remaining units)	
Code	Unit Title
BSBWRK 509A	Manage Industrial relations
BSBHRM402A	Manage, select and induct Staff
BSBRISK501A	Manage risk
BSBMGT516A	Facilitate continuous improvement

The above elective units are a guide only. Our experienced and highly qualified training staff will be able to conduct a Training Needs Analysis and indicate elective units appropriate to the individual's vocational aspirations.

Customised Training Pty Ltd

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BSB51107 Diploma of Management

Vocational Outcomes

Frontline Manager, Supervisor, Team Leader, Front Desk Manager, Divisional Manager and Business Unit Manager.

Develop your Employability Skills

The development of Employability Skills is integrated into the delivery and assessment of this qualification. Employability Skills are skills that apply across a variety of jobs and life contexts. There are eight Employability Skills: communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology. The Employability Skills Summary lists the elements of each skill that have been identified for this qualification. The summary can be downloaded from <http://employabilityskills.training.com.au/>

Delivery Strategy

Customised Training offers a variety of delivery options including classroom based and on-the-job, allowing participants the freedom to complete this qualification at their own pace under the guidance of one of our trainers. Participants will also be required to complete written assessment tasks.

Prerequisites

Completion of Certificate IV in Frontline Management or equivalent is required or participant to be employed in a position relevant to the qualification for at least a two year duration.

Learning Pathway

Customised Training encourages you to continue learning through either formal or informal pathways. Informal ways of learning include finding a mentor, becoming a member of your industry association or participating in short courses. The formal pathway for this qualification is an Advanced Diploma qualification or higher education degree or diploma. A helpful career website to refer to is www.myfuture.gov.au

Recognition of Prior Learning/ Recognition of Current Competency

Recognition of Prior Learning/ Recognition of Current Competency enable a participant to receive recognition for the current skills, knowledge and experience they possess regardless of where the learning was obtained. These skills can be gained from:

- Previous study
- Work experience
- General life experience
- Prior qualifications and/or results

RPL/RCC ensures the knowledge and skills previously gained are applied to the qualification criteria. RPL/RCC can assist in identifying what training may be required to complete the qualification, avoiding any unnecessary training.

Participants are encouraged to discuss possible RPL/RCC application prior to commencement of training

For more information, please contact CTCS today.

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