

Diploma of Management

BSB51107

Organisations have recognised that effective workplace leadership, with a team based approach is critical to future success and sustainability. There is a move away from the traditional skills of one person controlling, directing and maintaining discipline, to a more team-based approach of coaching, facilitating and developing individuals.

Today's Managers have a major leadership role and are responsible for facilitating, developing and supporting team cooperation within a strategic framework.

The focus is on tactical and strategic issues, looking at the big picture and often evaluating the direction of the organisation. The standards, ethics and values they display will to a significant degree, have effects on the performance of both individuals and teams within an organisation.

Course Description

The Diploma of Management is recommended for individuals who have responsibility for team or business unit performance and who are required to make a broader contribution to the development and implementation of enterprise strategy.

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.

Course Duration

Depending on your choice of delivery method you may have up to 24 months to complete this course.

Delivery Methods

Fundamental changes to the Australian workforce in recent years have resulted in employers demanding increased flexibility in the skill sets of their employees. At the same time, more individuals are taking greater responsibility for the development and extension of their own skills and knowledge. Prime Learning endeavours to accommodate those needs with its flexible delivery and qualifications structure allowing enterprises and individuals to progressively build relevant industry skills and have these recognised.

The following delivery methods are available for this course:

- **Classroom** (Classes are set with calendar and also rolling intake)
- **Workplace** (Trainer delivers on site with client)
- **Distance Learning** (All workbooks sent to client)
- **Blended Learning** (Periodic Workshops and Distance Learning)
- **RPL** - Recognised Prior Learning

For further customisation, or more information, please contact one of our course advisors on **1800 22 99 33**.

Pre-requisites

No previous knowledge or experience is required to undertake this course.

It is preferred that individuals considering this qualification have achieved the Certificate IV in Frontline Management or other relevant qualification/s, OR have provided evidence of competency in the majority of units required for the Certificate IV in Frontline Management or other relevant qualification/s OR have some vocational experience but without formal supervision or management qualification. For example: Coordinator, Leading Hand, Supervisor or Team Leader.

Course Requirements

Throughout the program you will need to have access to a PC or laptop with the following requirements:

- Microsoft Windows (98, Me, 2000, 2003, XP or Vista)
- Microsoft Word 97 or later
- Adobe Acrobat Reader*
- Access to Internet and Email
- CD-Rom Drive

* Can be downloaded free of charge from www.adobe.com

Resources Included

All of the learning materials and text books required to complete this course will be provided.

Course Units

8 units – 5 core units 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.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Core Units

| Unit Code | Description |
|------------|--|
| 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 |

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|-------------|--|
| BSBOHS509A | Ensure a safe workplace |
| BSBPMG510A | Manage projects |
| BSBRISK501A | Manage risk |
| BSBWOR501A | Manage personal work priorities and professional development |
| BSBWOR502A | Ensure team effectiveness |

Elective Units

| Unit Code | Description |
|------------|--|
| BSBCOM503B | Develop processes for the management of breaches in compliance |
| 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 |

Knowledge and Skills Gained

(This summary of employability skills that are typical of this qualification and should not be interpreted as definitive.)

- Communicating with business contacts to promote the goals and objectives of the business
- Obtaining feedback from colleagues and clients
- Leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices
- Accessing and assessing information for accuracy and relevance
- Developing strategies for minimising risks
- Identifying networking opportunities and developing operational strategies to ensure the viability of the business
- Instigating new or different work practices to improve productivity or service delivery
- Allocating work to meet time and budget constraints
- Developing plans and schedules
- Prioritising tasks
- Participating in professional networks and associations to obtain and maintain personal knowledge and skills
- Systematically identifying learning and development needs
- Using business technology to access, organise and monitor information

Career Outcomes

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

Pathways

Individuals who successfully complete the Prime Learning Diploma in Management may undertake further Management learning opportunities, or a range of other Diploma qualifications.

For more details contact one of our course advisors on **1800 22 99 33**.

Assessment Information

Assessment is ongoing throughout the learning process to both gather data on attainment of competencies, and to provide learners with feedback on how they are progressing. For more details contact one of our course advisors on **1800 22 99 33**.

Enrolment Form

For further information contact one of our course advisors on **1800 22 99 33**, or visit our website for more details www.primelearning.com.au

Contact Information

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