

## BSB51107 Diploma of Management

### About the course

The Diploma of Management is a broad qualification applicable to a wide range of industries and reflects the role of individuals who are engaged to manage the work of others or to add value to management practices. The role can be in any industry or organisational setting. Typically people in these type of managerial roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate a manager's own work or the work of their team.

There are no entry requirements for this qualification, however preferred pathways for candidates considering this qualification include:

- *BSB40807 Certificate IV in Frontline Management* or other relevant qualification
- vocational experience but without formal supervision or management qualification.

Pathways from the qualification include the *BSB60407 Advanced Diploma of Management* or other Advanced Diploma qualifications.

### Course requirements

The qualification consists of a total number of eight units, all of which are elective and can be selected by the workplace or student in consultation with Recognition First. Five units must come from Group A, and the remaining three can be selected from Group B, or other training packages as appropriate.

Electives do not have to be selected on enrolment and can be changed at any time during the training program. Units selected should be relevant to the work outcome and industry requirements.

### Elective units

#### Group A

- BSBCUS501B Manage quality customer service
- BSBFIM501A Manage budgets and financial plans
- BSBINM501A Manage an information or knowledge management system
- BSBLED501A Develop a workplace learning environment
- BSBMGT406A Plan and monitor continuous improvement
- BSBMGT502B Manage people performance
- BSBMGT515A Manage operational plan
- BSBMGT516C Facilitate continuous improvement
- BSBOHS509A Ensure a safe workplace
- BSBPMG510A Manage projects
- BSBRSK501A Manage risk
- BSBWOR501A Manage personal work priorities and professional development
- BSBWOR502B Ensure team effectiveness

## **Group B**

- BSBCOM503B Develop processes for the management of breaches in compliance requirements
- BSBDIV501A Manage diversity in the workplace
- BSBFRA502B Manage a franchise operation
- BSBHRM402A Recruit, select and induct staff
- BSBHRM503B Manage performance management systems
- BSBHRM504A Manage workforce planning
- BSBINN501A Establish systems that support innovation
- BSBINN502A Build and sustain an innovative work environment
- BSBIPR501A Manage intellectual property to protect and grow business
- BSBHRM511A Manage expatriate staff
- BSBSUS501A Develop workplace policy and procedures for sustainability
- BSBWRK509A Manage industrial relations

## **Training and assessment options**

Due to the broad scope of this qualification, the wide range of industries and organisations it can be applied to and the diverse experience, skills and knowledge that participants typically bring with them when undertaking this qualification there are a number of options for training delivery and assessment of this qualification, which are outlined below.

Recognition First has an individualised approach to training and assessment, with a focus on initial and ongoing opportunities for Recognition of Prior Learning (RPL). On enrolment students go through a pre-assessment process to determine if any initial RPL can be given.

All students are given qualification/course outlines which give detailed descriptions of all competencies students will be required to complete in order to be awarded the qualification, as well as relevant text books and required readings.

Individual Training plans are then created to suit the needs of the learner. Training methods and timelines are chosen based upon the students' experience, current role, and workplace situation.

## **Organisation-based workshops**

Medium to large organisations may have a group, or groups, of managers requiring management training or recognition of their skills. A relationship is established with the organisation to find out areas of skill development needs, and a program is developed tailored to the organisation and participants. We can negotiate a number of face-to-face workshops to be delivered (typically 4-6 one day workshops over a period of time), and combine this with ongoing phone contact and online support as well as workplace visits. Part of the first workshop involves gathering information about the participants experience and knowledge and following workshops are then tailored to best meet the needs of the training participants. The training is usually completed within a six to twelve month period, however participants may take up to two years to complete. Training materials and assessments developed are specific to the organisation, and incorporate organisational policies and procedures as well as industry context. Assessment consists of a combination of Recognition of Prior Learning, workshop activities, written assessment tasks and/or workplace projects. Our assessment methods are highly individualised and tailored to meet individual participant needs.

### **General workshops**

From time to time a group of managers from different organisations in the same regional area express an interest in undertaking this qualification. At times we organise public courses around dates and locations that suit individuals or organisations who have expressed an interest in undertaking this qualification. Details of any public courses are advertised on our website.

### **Distance/flexible**

We understand that managers are very busy people and can't always make time to attend workshops so students have the option of completing the course by distance using readings, phone conversations and online support. Assessment can be completed via RPL, written assessments, workplace projects or phone assessments. An individualised program is developed for each student.

### **Any combination of the above**

Any of the options above can be combined in a way to suit an individual or organisation. Contact Recognition First to discuss your training requirements.