



## BSB51107 Diploma of Management

### Qualification Overview

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 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

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

- Team Leader
- Leading Hand
- Coordinator
- Supervisor
- Manager

### Qualification Pathways

There are no prerequisites requirements for individual units of competency.

### Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s. or
- Providing evidence of competency in the majority of units required for the BSB40807 Certificate IV in Frontline Management other relevant qualification/s. or
- With vocational experience but without formal supervision or management qualification.

### Pathways from the qualification

After achieving the BSB51107 Diploma of Management, candidates may undertake the BSB60407 Advanced Diploma of Management, or a range of other Advanced Diploma qualifications.

### Employability Skills within BSB1107 Diploma of Management include:

<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>▪ Communicating with team members and management to ensure open communication channels and to clarify issues</li> <li>▪ Resolving conflict</li> </ul>	<p><b>Teamwork:</b></p> <ul style="list-style-type: none"> <li>▪ Being a role model for other team members</li> <li>▪ Consulting and developing objectives with the work team</li> </ul>	<p><b>Problem Solving:</b></p> <ul style="list-style-type: none"> <li>▪ Developing risk management approaches</li> <li>▪ Developing techniques to address faults and inefficiencies</li> </ul>	<p><b>Initiative and enterprise:</b></p> <ul style="list-style-type: none"> <li>▪ Identifying and developing opportunities for improved work practices</li> </ul>
<p><b>Planning and Organising:</b></p> <ul style="list-style-type: none"> <li>▪ Monitoring and adjusting operational performance by producing short-term plans, planning and acquiring resources and reporting on performance</li> <li>▪ Preparing work plans and budgets</li> </ul>	<p><b>Self-Management:</b></p> <ul style="list-style-type: none"> <li>▪ Actively seeking feedback on own performance from clients and colleagues</li> <li>▪ Prioritising tasks</li> </ul>	<p><b>Learning:</b></p> <ul style="list-style-type: none"> <li>▪ Coaching and mentoring colleagues and team members to support the introduction of change</li> </ul>	<p><b>Technology:</b></p> <ul style="list-style-type: none"> <li>▪ Using business technology such as computer programs and telecommunications to collect and manage information</li> </ul>

This table is a summary of employability skills that are typical of this qualification and should not be interpreted as definitive.



### Qualification Packaging Rules

Total number of units: <b>8</b>	Core units: <b>5</b>	Electives: <b>3</b>
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The 3 elective units may be selected from core or electives from the BSB07 Business Training Package or any other currently endorsed national Training Package. One 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.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

2010 Open Enrolment Program			
BSBWOR501A Manage personal work priorities and professional development (Core)	BSBLED501A Develop a workplace learning environment (Core)	BSBHRM402A Recruit, select and induct staff (Elective)	BSBMGT502B Manage people performance (Elective)
BSBPMG510A Manage Projects (Core)	BSBMGT515A Manage operational plan (Core)	BSBINM501A Manage an information or knowledge management system (Core)	BSBMGT516A Facilitate continuous improvement (Core)
Please Note: Candidates must complete the six (6) core units and (2) electives displayed above			

#### Please note:

- Delivery methods include: Instructor lead, Flexible learning and Distant learning
- Attendance will be required at all units
- All assessment tasks will be due for submission within sixty days of program completion.
- Personalised tuition services is available to provide assistance and support to all participants in achieving competency.
- Assessment only pathways; Recognition of Prior and Current Competency are available.

#### Unit code legend:

BSB = Business Services Training	Customer Service = Cus	Financial Management = FIM
Information Management = INM	Learning and Development = LED	Management = MGT
Occupational Health and Safety = OHS	Project Management = PMG	Risk Management = RSK
Workplace Effectiveness = WOR	Compliance = COM	Franchising = FRA
Human Resource Management = HRM	Sustainability = SUS	Workplace Relations= WRT