One Step Further
institute of excellence

DIPLOMA OF MANAGEMENT

BSB51107

ABOUT THE QUALIFICATION

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.

QUALIFICATION PATHWAYS

The Diploma of Management is the lead up to the Advanced Diploma of Management.

Candidates, who complete units of competency from within these qualifications can, subject to conditions at the time of applying, seek credit against Management courses at many of our leading universities.

Please speak with our Learning & Development Manager if you are interested in pursuing this option at the completion of your course.

COURSE CONTENT

For this qualification you are required to complete eight (8) elective units of competency.

Your eight (8) electives units may be selected from the general elective units as set out in the qualification package or any endorsed Training Package.

In all cases, selection of electives must be guided by job outcomes sought, local industry requirements and the characteristics of this qualification.

We will be happy to sit and discuss these options with you prior to you enrolling in your course.
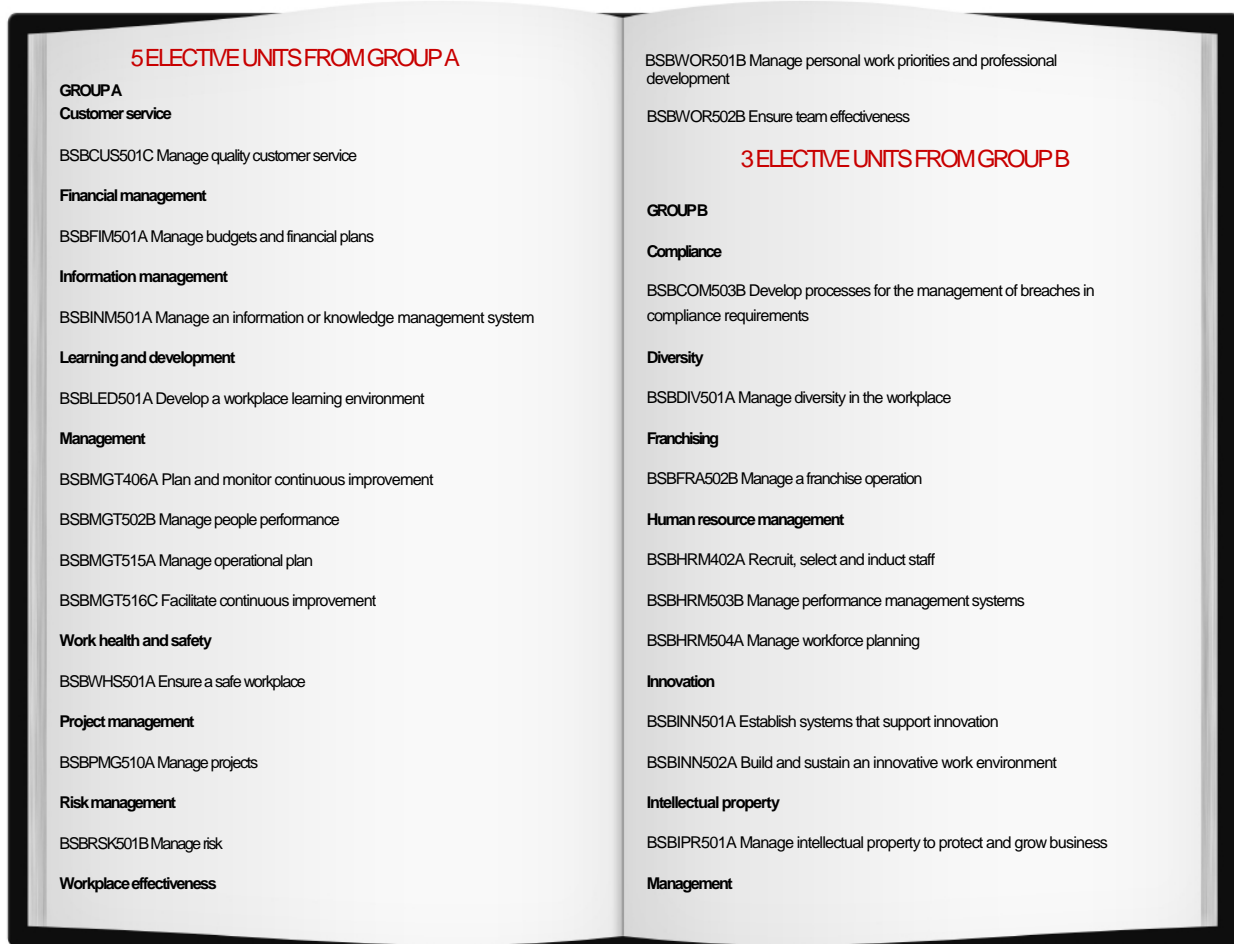
NATIONALLY RECOGNISED TRAINING

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COURSE DURATION

Each person undertaking this qualification brings their own education and skills levels to the table, impacting on the overall time taken to complete their course.

With the on-line web-based learning facilities and trainer support, all Institute of Excellence students have the capacity to complete their training in real-time yet at a pace that is reflective of their learning requirements.

5 ELECTIVE UNITS FROM GROUP A

GROUP A
Customer service

BSBCUS501C Manage quality customer service

Financial management

BSBFIM501A Manage budgets and financial plans

Information management

BSBINM501A Manage an information or knowledge management system

Learning and development

BSBLED501A Develop a workplace learning environment

Management

BSBMGT406A Plan and monitor continuous improvement

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBMGT516C Facilitate continuous improvement

Work health and safety

BSBWHS501A Ensure a safe workplace

Project management

BSBPMG510A Manage projects

Risk management

BSBRSK501B Manage risk

Workplace effectiveness

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness

3 ELECTIVE UNITS FROM GROUP B

GROUP B

Compliance

BSBCOM503B Develop processes for the management of breaches in compliance requirements

Diversity

BSBDIV501A Manage diversity in the workplace

Franchising

BSBFRA502B Manage a franchise operation

Human resource management

BSBHRM402A Recruit, select and induct staff

BSBHRM503B Manage performance management systems

BSBHRM504A Manage workforce planning

Innovation

BSBINN501A Establish systems that support innovation

BSBINN502A Build and sustain an innovative work environment

Intellectual property

BSBIPR501A Manage intellectual property to protect and grow business

Management

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SUCCESS
TO
STEPS
YOUR