

DIPLOMA OF MANAGEMENT BSB51107

Course Description

The Diploma of Management qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Mostly 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. This qualification requires a sound theoretical knowledge base and managerial competences to plan, carry out and evaluate own work and or the work of a team.

Job Roles

Current job positions relevant to this qualification are, Manager.

Delivery

This is delivered over eight days, one day per month. There are eight units in this qualification, five core units and three elective units.

5 Core Units:

Customer Service

- BSBLED501A – Develop a Workplace Learning Environment
 - Create Learning Opportunities
 - Facilitate and Promote Learning
 - Monitor and Improve Learning Effectiveness

Management

- BSBMGT502B – Manage People Performance
 - Allocate Work
 - Assess Performance
 - Provide Feedback
 - Manage follow up
- BSBMGT515A – Manage Operational Plan
 - Develop operational plan
 - Plan and manage resource acquisition
 - Monitor and review operational performance
- BSBMGT516A – Facilitate Continuous Improvement
 - Lead continuous improvement systems and processes
 - Monitor and adjust performance strategies
 - Manage opportunities for further improvement



Occupational Health and Safety

- BSBOHS509A - Ensure a Safe Workplace
 - Establish and maintain an OHS system
 - Establish and maintain participative arrangements for the management of OHS
 - Establish and maintain procedures for identifying hazards, and assessing and controlling risks
 - Establish and maintain a quality OHS management system

3 Elective Units:

Project Management

- BSBPMG510A – Manage projects
 - Define project
 - Develop project plan
 - Administer and monitor project
 - Finalize project
 - Review project

Workplace Effectiveness

- BSBWOR502A – Ensure team effectiveness
 - Establish team performance plan
 - Develop and facilitate team cohesion
 - Facilitate teamwork
 - Liaise with stakeholders

Human Resource Management

- BSBHRM402A – Recruit, select and induct staff
 - Determine job descriptions
 - Plan for selection
 - Assess and select applicants
 - Appoint and induct successful candidate