
Diploma of Management BSB51107

Description

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. It 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 and titles vary across different industry sectors; however a manager would be relevant for this qualification.

Qualification Pathways

There are no prerequisite requirements for individual units of competency. 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 or other relevant qualification/s, OR
- with vocational experience but without formal supervisor or management qualification.

Examples of job roles for candidates seeking entry based upon their vocational experience could include; coordinator, leading hand, supervisor or team leader. This breadth of experience would equate to the competencies required to undertake this qualification.

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

Qualification Rules

5 Group A Units + 3 Elective Units = 8 Units

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace.

You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

5 elective units must be selected from the **Group A** units listed below.

The remaining **3 elective units** may be selected from the **Group A** or **Group B** units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below **1 unit** may be selected from a Certificate IV and/or an Advanced Diploma qualification.

Group A units

Customer Service

BSBCUS501B 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

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBMGT516B Facilitate continuous improvement

Occupational Health and Safety

BSBOHS509A Ensure a safe workplace

Project Management

BSBPMG510A Manage projects

Risk Management

BSBRSK501A Manage risk

Workplace Effectiveness

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness

Group B units

Compliance

BSBCOM503B Develop processes for the management of breaches in compliance requirements

Franchising

BSBFRA502B Manage a franchise operation

Human Resource Management

BSBHRM402A Recruit, select and induct staff

BSBHRM503A Manage performance management systems

BSBHRM504A Manage workforce planning

Intellectual Property

BSBIPR501A Manage intellectual property to protect and grow business

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Relations

BSBWRK509A Manage industrial relations