



Providing Quality Adult Education

Business **BSB51107 Diploma of Management**

Course Overview

The course is designed for front line managers, team leaders, supervisors and other people who require a solid foundation in business management skills. The course is equally beneficial for people who lead project teams or for specialists who regularly operate within the front line management group of organisations.

The Diploma of Management provides the opportunity for training participants to undertake a formal, nationally recognised qualification in management that assists individuals and organisations improve management performance.

Business managers need to be able to manage both their own performance and that of others as well as the important operations relating to their work. In today's dynamic business environment, it is vitally important to ensure that employees are managed in an effective way. To prepare business managers for their role, it is necessary to provide them with a comprehensive set of people and business management skills. This course is designed to provide managers with a range of proven skills and techniques, which will enable them to manage their business and their employees effectively. The leadership and management skills essential for this role are the main focus of the course.

Why choose King's?

Established in 1997, King's International College with campuses at Reedy Creek and Burleigh is recognised for delivering quality training in the health, children's services, automotive and hospitality sectors.

As King's is a community focused non-profit organisation, its surplus funds made from training delivery goes back to either improving or expanding the college's range of courses or goes into its community welfare organisation, the Community Support Agency (CSA).

King's undertakes a duty of care towards its student body and offers course counselling as required.

Delivery Options

External Traineeship

Course Duration

External 2 years

Traineeship 1 year *Traineeship is on-the-job training and supported by workplace visits by a King's Assessor.*

Course Prerequisites

Nil

Career Options and Learning Pathways

This qualification enables you to work within the many varying industries in management roles. Completion of the qualification may contribute to advanced standing in a Bachelor Degree in Business and other university studies.

Course Units

Participants must successfully complete 8 units to be eligible for the Diploma of Management. There are numerous units to select from that can be customized to meet your requirements, as per sample below.

BSBFIM501A	Manage budgets and financial plans
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBMGT516B	Facilitate continuous improvement
BSBOHS509A	Ensure a safe workplace
BSBCUS501B	Manage quality customer service
BSBHRM402A	Recruit, select and induct staff
BSBWOR501A	Manage personal work and priorities and professional development

Recognition of Prior Learning (RPL)

RPL allows the competencies you already possess to be recognised, regardless of how you obtained them. These might include skills you picked up on the job or from other life experiences that do not necessarily include formal training.

These skills and competencies may relate to units you are about to commence and as a result may exempt you from studying these units. Please be aware that there are costs applied to RPL application.

Course Fees and Payment Options

External	\$3000	\$200 Enrolment Fee (non-refundable fee included)
Traineeship	Please contact Suzanne Dalton for further information 0421 475 225.	

- Credit Card – Visa / Mastercard
- Cash / Cheque / Bank Deposit
- Payment Plan

Please note the following additional charges that apply to Payment Plans:

- Fortnightly payment plans paid with a credit card (Visa/Mastercard) incurs an additional processing fee of 2.2%.
- Fortnightly payment plans includes a payment processing fee of \$1.75 per payment.
- All payment plans will have a one-off charge of \$3.30 for account set up.
- Additional payment plans (eg. Monthly payments) may be negotiated upon request.

How to enrol

Download an enrolment form from website and submit online or collect from campus.

- ☺ In person at Burleigh Campus – 6 Ern Harley Drive, Burleigh
- ☎ Enquire by telephone – 07 5593 4386
- ✉ Mail – King's International College, Private Bag 68, Burleigh MDC, Qld 4220
- 🌐 Website – www.kings.net.au

Further information

Contact Business Development Officer - Helen Briggs - 07 5593 4386 or email hbriggs@kings.net.au
Or visit our campus at 6 Ern Harley Drive, Burleigh.

