



Providing Quality Adult Education

BSB51107 Diploma of Management

What does the course involve?

The Diploma of Management 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.

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.

The course is made up of the following units of competency:

- 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.

Entry Requirements

This Management qualification is specifically designed to be delivered in the workplace for managers, team leaders and supervisors working in, or aspiring to work in, management positions/roles. This program provides managers with an opportunity to gain a nationally recognised qualification whilst on the job and that is relevant to their particular work environment.

Duration

Up to 36 months as a work-based traineeship, generally participants take 12 to 24 months to complete the qualification. The program can be completed sooner depending on experience and recognition of prior learning.

Delivery Methods

Students will study externally in the workplace. Learning Guides, will provide additional support to deliver these programs.

Outcomes

The course will enable participants to:

- Understand the role of the business manager.
- Understand the processes involved in front line management.
- Be able to implement focussed work planning.
- Be able to use effective interpersonal skills.
- Understand key aspects of management.
- Develop the ability to manage people, information, and financial and physical resources to achieve business objectives.

Pathways

Completion of the qualification may contribute to advanced standing in a Bachelor Degree in Business and other university studies.

Commonwealth Incentives

The Australian Government is providing \$4,000 to employers for each eligible employee to complete this qualification. (Conditions and eligibility criteria apply, please contact the college for further information).

Support

King's undertakes a duty of care towards its student body and offers course counselling as required. Trainers will visit participants in their workplace and also offer telephone and email support.

Assessment Methods

The assessment criteria is identified in each module for each learning outcome. Assessment methods may include:

- Practical application of knowledge and skills
- Case Studies
- Oral or written presentations
- Short answer or oral knowledge tests
- Project and research tasks
- Work environment observations
- Any other strategy that viably demonstrates attainment of learning outcomes.

Costs

Total Upfront Course Fee:
Payment plans are available

\$3,000.00



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