

Diploma of Management – BSB51107

This qualification provides the skills and knowledge to manage the work of others or to add value to or review management practises. All training is within the Australian Qualification Framework (AQF) and is therefore a nationally recognised qualification. Where eligible, this training is delivered with Victorian Government funding.

Enrolment

Applicant's 15 years and older can apply. Students from disadvantaged groups are encouraged to apply. Enrolment is via AVTES.

Recognition of Prior Learning

RPL is available to all applicants and a portfolio is requested on enrolment.

Course Duration

This course is a self paced competency based program. It can be undertaken and completed at your own pace. Enrolment periods last for 12 months.

Course Rules

There are no pre-requisites for entry to this course. This course requires the completion of 8 units as described in the next section.

Employment Prospects

Upon successful completion of this qualification, students will be able to perform roles such as being a manager.

Further Training Opportunities

This qualification can form part of an Australian Apprenticeship pathway. Opportunities exist for further studies in the Advanced Diploma of Management, or a range of other Advanced Diploma qualifications.

Course Structure

CORE UNITS (Minimum of Five)

BSBCUS501A	Manage quality customer service
BSBFIM501A	Manage budgets and financial plans
BSBINM501A	Manage an information or knowledge management system
BSBLED501A	Develop a workplace learning environment
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBOHS509A	Ensure a safe workplace
BSBPMG510A	Manage projects
BSBRSK501A	Manage risk
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502A	Ensure team effectiveness

BUSINESS UNITS

BSBCOM503B	Develop processes for the management of breaches in compliance requirements
BSBHRM402A	Recruit, select and induct staff
BSBHRM503A	Manage performance management systems
BSBLED501A	Develop a workplace learning environment
BSBHRM504A	Manage workforce planning

BSBSUS501A	Develop workplace policy and procedures for sustainability
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ELECTIVES (Maximum of Three)

Electives may be chosen from any of the previous core or business units listed, the BSB07 Business Services training package or another endorsed training package specific to your workplace. One unit may be selected from a Certificate IV or Advanced Diploma qualification. Other training packages available at AVTES are:

- Retail
- Hospitality

If you are interested in choosing units out of any of these training packages, you will need to consult your trainer for specific options to determine the units best suited to your industry.

Employability Skills

This qualification also encompasses general employability skills required by the business industry including **Communication, Teamwork, Problem Solving, Initiative and Enterprise, Planning and Organising, Self-Management, Learning and Technology.**

