



BSB51107 DIPLOMA OF MANAGEMENT

ABOUT THE COURSE

The **BSB51107 Diploma of Management** explores in greater depth the knowledge and skills required to be an effective people manager. Effective managers are required in all areas of business today and the BSB51107 Diploma of Management is a highly recommended and valued qualification for all managers. Management roles within any organisation require an innovative and flexible approach with the ability to assess opportunities and threats and to respond accordingly. The BSB51107 Diploma of Management is designed to provide these essential skills and develop your ability to work effectively with your people.

RECOMMENDED FOR

Managers and supervisors responsible for managing teams, operational planning and performance change management. Also appropriate for managers responsible for the communication of information and financial accountability.

COURSE OUTCOMES

- Gain skills in change management and organisational leadership
- Manage individual and team performance and staff development
- Manage the budgets and financial aspects of a business or business unit
- Develop effective communication techniques
- Manage and report on projects

ADDED VALUE

Included with the course comes free access to the Microsoft IT Academy, Certiprep (Practice Exams) and Certiprep (Microsoft Office Specialist Exams). This gives you 24/7 online access to the Microsoft Office Certified Courses and MOS Certification.



EMPLOYABILITY SKILLS SUMMARY

The learning delivery design incorporates the 8 employability skills within the delivery methodology.

- Communication
- Teamwork
- Problem Solving
- Initiative and Enterprise
- Planning and Organising
- Self-management
- Learning

These employability skills are the generic skills that all managers require at this qualification level.

They are integrated into the learning process and assessments.

Integrity Business College encourages trainees with physical and / or intellectual disabilities to access funded training.

COURSE DELIVERY STRATEGY

The required knowledge for the BSB51107 Diploma of Management is delivered through the workshops conducted over twelve days.

By undertaking a workplace based project, the Business Improvement Plan, you develop your skills in the workplace, relevant to your job.

There are 2 workplace mentoring visits, the first being midway through the program and then on completion of the program

Competency in all 8 units of competency (see over) must be demonstrated to be awarded the BSB51107 Diploma of Management.

Fees:

Government Funding Available – This training can be delivered with Government funding to suitable applicants or Fee For Service

Integrity Business College Australasia Pty Ltd (RTO # 21739)

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Adelaide: Adelaide Bank Building, Level 11, 90 King William St, Adelaide S.A 5000

Microsoft® IT Academy
Program Member

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Global Qualifications for a Global Marketplace

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ASSESSMENT

Assessment for this qualification includes underpinning knowledge questions, a major work-based project and third party reports.

REQUIREMENTS TO RECEIVE THE DIPLOMA OF BUSINESS MANAGEMENT

This qualification requires the successful completion of **8 units of Competency**

# Days	Dates	Topic	Unit Code and title
2	TBA	Customer Service Excellence	BSBCUS501A Manage quality customer service
3	TBA	Human Resources Management	BSBMGT502B Manage people performance BSBHRM402A Recruit, select and Induct staff
3	TBA	Risk management and continual improvement	BSBMGT516A Facilitate continuous improvement BSBRSK501A Manage risk
5	TBA	Business Improvement Planning	BSBPMG510A Manage projects BSBMGT515A Manage operational plan BSBFIM501A Manage budget and financial plans

COURSE STRUCTURE

The Integrity Business College Business BSB51107 Diploma of Management is delivered through 12 full one day workshops spread out over 9 months, during the workshops you are involved in active discussion, networking, problem solving and delivering presentations – all these interactive activities are designed to build your skills and experience in managing staff. You will undertake workplace based learning activities over the duration of the program.

RECOGNITION OF PRIOR LEARNING (RPL)

If you have been in a management role for some time, you may already be competent in one or more of the units of competency for this qualification. RPL is available for each unit of competency based on your relevant workplace experience, formal training or other expertise. Recognition of prior learning will involve your submission of evidence in the form of a portfolio to be assessed against the requirements of the units of competency.

WANT TO KNOW MORE? CALL 1300 731 451

TO REGISTER YOUR INTEREST: info@integritybusinesscollege.com or fax this page to 03 9372 9382.

Your Name _____

Organisation: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

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