



Diploma of Management (5 Day Fast Track Course)

1 of 2 **BSB51107**

Course Objective: The Diploma of Management 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. The Diploma of Management provides Participants with sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

Participants will be provided with the skills to:

- Manage safety and risk within the workplace;
- Develop and manage workplace projects;
- Assist in identifying workforce planning needs for the organisation;
- Develop and monitor implementation of the operational plan to manage profitability and productivity in relation to sales, forecasting and budgeting;
- Identify team learning needs and maintain team effectiveness; and
- Manage the organisations knowledge management systems and provide input on continuous improvement.

Who Is The Course Intended For?

The Diploma of Management is suitable for:

- Personnel who are currently in management roles who wish to formalize their skills; or
- Employees who are considering moving into managerial roles.

Pathways into the Qualification

Preferred pathways for participants 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; or

- Management or other relevant qualification/s; or
- With vocational experience but without formal supervision or management qualification.

Further Learning Pathways

After achieving the BSB51107 Diploma of Management, participants may undertake the BSB60407 Advanced Diploma of Management.

Professional Recognition

Graduates and participants are eligible to apply for applicable membership of the Australian Institute of Management Institute (AIM) www.aim.com.au.

Delivery Methods

- General Public – Institution (Refer to website for current fees and dates);
- Enterprise (We can deliver at your site (minimum of 8 participants required). Learning and assessment material tailored specific to organisational needs. Please email training@safnet.com.au for corporate proposal);
- Distance Delivery (course undertaken remotely with tutorial support) (Refer to website for current fees); and
- Recognition of Prior Learning (Refer to Recognition of Prior Learning Brochure)

Award

Diploma of Management (BSB51107)

Course Outline

There are eight units in total to course complete the Diploma of Management (for further information on qualification rules and employability skills please refer to www.ntis.gov.au):

BSBINM501A Manage an information or knowledge management system

This unit provides the skills and knowledge required to organise learning to use an information or knowledge management system and to manage the use of the system.

BSBLED501A Develop a workforce learning environment

This unit provides the skills to supporting and facilitating the development of a learning environment in which work and learning come together.

BSBMGT516A Facilitate continuous improvement

This unit provides the skills and knowledge required to lead and manage continuous improvement systems and processes.



BSBOHS509A Ensure a safe workplace

This unit provides the skills and knowledge required to establish, maintain and evaluate the organisation's occupational health and safety (OHS) policies, procedures and programs in the relevant work area in accordance with OHS legal requirements.

BSBPMG510A Manage projects

This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.

BSBRK501A Manage risk

This unit provides the skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.

BSBWOR502A Ensure team effectiveness

This unit applies to managers and addresses the need for managers to facilitate work teams and to build a positive culture within work teams. The unit takes a systematic and planned approach to developing teams. It includes the soft skills as well as more structured approaches to the management of teams.

BSBHRM504A Manage workforce planning

This unit provides the skills and knowledge required to plan workforce strategies to achieve organisational goals and objectives.

It includes aligning workforce objectives with business plans, analysing labour market trends and predictions, and designing strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.

BSBMGT515A Manage operational plan

This unit provides the skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

Course Administration

For information relating to:

- Course resource material;
- Assessment methods; and
- Booking and refund process.

Please refer to Participant Information found at www.safnet.com.au

Course Timetable

Day	Unit Code	Unit Title
1	BSBOHS509A BSBRK501A	Ensure a safe workplace Manage risk
2	BSBHRM504A BSBWOR502A	Manage workforce planning Ensure team effectiveness
3	BSBMGT515A BSBPMG510A	Manage operational plan Manage projects
4	BSBINM501A BSBMGT516A	Manage an information or knowledge management system Facilitate continuous improvement
5	Management Practical	Management hands on project (Assessed Practical).

Please note further workplace specific assessments are completed external to the 5 course days. Safetynet uses holistic assessment methods where recommended through the qualification rules.