



Diploma of Management (BSB51107)

This qualification 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. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

The BSB51107 Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

Job Roles

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Manager.

Preferred pathways for candidates considering this qualification include:

- after achieving the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s
- providing evidence of competency in the majority of units required for the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s
- with vocational experience but without formal supervision or management qualification.



Ph: 1300 66 88 55 or 0249 693 933
enquiries@enervation.com.au



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Module Selection

Total number of units = 8 **(5 core units from the core units plus 3 elective units)**

The **3 elective units** may be selected from the core or elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Core Units **(compulsory units)**

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
BSBRK501A	Manage risk
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502A	Ensure team effectiveness

Elective Units **(3 of these units must be selected)**

BSBCOM503B	Develop processes for the management of breaches in compliance requirements
BSBFRA502B	Manage a franchise operation
BSBHRM402A	Recruit, select and induct staff
BSBHRM503A	Manage performance management systems
BSBHRM504A	Manage workforce planning
BSBIPR501A	Manage intellectual property to protect and grow business
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBWRK509A	Manage industrial relations

Employability Skills

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Communication

- communicating with business contacts to promote the goals and objectives of the business
- obtaining feedback from colleagues and clients

Teamwork

- leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices

Problem Solving

- accessing and assessing information for accuracy and relevance
- developing strategies for minimising risks

Initiative and Enterprise

- identifying networking opportunities and developing operational strategies to ensure the viability of the business instigating new or different work practices to improve productivity or service delivery

Planning and Organising

- allocating work to meet time and budget constraints
- developing plans and schedules

Self-management

- prioritising tasks

Learning

- participating in professional networks and associations to obtain and maintain personal knowledge and skills
- systematically identifying learning and development needs

Technology

- using business technology to access, organise and monitor information