



Diploma of Management

Course Code: BSB51107

Description

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 combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

Job roles

Job roles and titles vary across different industry sectors. A possible job title relevant to this qualification is:

- Manager or a team leader in an organization or department

Course Structure

DipMan01

BSBINM501A Manage an information or knowledge management system
BSBMGT406A Plan and monitor continuous improvement

DipMan02

BSBMGT502B Manage people performance
BSBPMG510A Manage projects

DipMan03

BSBR501A Manage risk
BSBWOR501A Manage personal work priorities and professional development

DipMan04

BSBWOR502B Ensure team effectiveness
BSBHRM402A Recruit, select and induct staff

Prerequisite Requirements

There are no entry requirements for this qualification.

Assessment

The achievement of competence will be assessed by a range of methods aiming at maximum flexibility and customisation to address specific needs and learning situations; assessment methods may include:

- Observation of ongoing activities
- Presentation of portfolios
- Role plays
- Observation of group discussion

Candidates will undertake informal assessment on an ongoing basis. This assessment will be used by the trainer to monitor candidate progress and to provide appropriate feedback. The informal assessments do not contribute to the results achieved by a learner. Learners should be aware that all competency based tasks must be completed by the submission due date.

Requirements to Receive the Qualification

To receive a qualification, students are required to successfully complete all units of competence for the qualification.

Mode of Delivery

On-site or Distance



Duration

1 year (including 6 months at certificate IV level)

Intake

Term1: 13/02/2012 - 15/02/2012

Term2: 30/04/2012 - 01/07/2012

Term3: 16/07/2012 - 16/09/2012

Term4: 01/10/2012 - 02/12/2012