



Diploma of Management (BSB51107)

This program provides the core leadership competencies required to be a successful contemporary manager. It is appropriate for those with operational, trade or technical backgrounds who now find they are in a supervisory capacity that involves staff management. It could also be an ideal introductory program for recently promoted staff, as well as an avenue for improving more senior managers

Successfully completing this program should enable participants to:

- Understand the role of a manager and be more effective team leaders
- Implement efficient and effective work practices
- Be effective in the performance management of staff
- Increase business profitability through improved strategic outcomes
- Implement and manage continuous improvement systems and processes



On successful completion of the program you will be issued with a nationally recognised certificate that will confirm your skills and competence in management. This qualification can also be used for credit transfer to higher level management qualifications.

Delivery Methods

This program can be delivered entirely on site through face-to-face training, theory classes and / or practical sessions involving small groups and individual activities. A training manual covering the selected units is provided to each participant and includes materials used in the training sessions and assessment and reference materials.

Much of the training is based around simulated activities that reflect workplace processes and related tasks, and an ATEC Trainer will meet with you to negotiate and develop an appropriate training plan and confirm delivery modes.

Assessment Methods

May include questioning, demonstrated previous experience, observation in the workplace, tests, written reports, project examinations and other appropriate assessment methods depending on the unit requirements.

Pre-requisites

There are no pre-requisites for individual units of competency that make up this qualification. However, completion of a Certificate IV in Frontline Management or Certificate IV in Business or similar qualifications, or experience in an a supervisory / management role in the workplace would be beneficial prior to undertaking this qualification.

Course Fees

\$3,500 (includes learning resources and manual)

For this qualification you are required to select 5 Core units and 3 Elective units.

Course Outline (Example Training Plan*)

Core Units

BSBCUS501A	Manage quality customer service	Core
BSBFIM501A	Manage budgets and financial plans	Core
BSBMGT502B	Manage people performance	Core
BSBOHS509A	Ensure a safe workplace	Core
BSBWOR501A	Manage personal work priorities and professional development	Core

Elective Units

BSBMGT516A	Facilitate Continuous Improvement	Elective
BSBMGT515A	Manage an Operational Plan	Elective
BSBHRM402A	Recruit, select and induct staff	Elective
BSBHRM503A	Manage performance Management Systems	Elective
BSBHRM504A	Manage workforce planning	Elective
BSBSUS501A	Develop workplace policy and procedures for sustainability	Elective
BSBWRK509A	Manage industrial relations	Elective

* Please note, the above is an example training plan and a range of other selected units relevant to personal and business requirements could be included.



For further details please contact Course Administration on (08) 8240 1233

