BSB51107 Diploma of Management

Qualification Overview
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.

Qualification Content
To successfully gain the Diploma of Management you will need to be assessed as competent in the 8 units listed below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Unit Title</th>
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<tbody>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake project work</td>
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<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
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<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
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<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
</tr>
<tr>
<td>BSBMGT406A</td>
<td>Plan and monitor continuous improvement</td>
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<tr>
<td>BSBDIV501A</td>
<td>Manage diversity in the workplace</td>
</tr>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
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Competency can be defined as the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Duration
The usual enrolment period for this qualification is 18 months. Classroom programs may vary in duration.

Location
Workplace delivery is available in metropolitan Melbourne and regional Victoria on application.
Distance delivery is available to individuals working or residing in Victoria.

Cost
Customised Training is contracted as a provider of Victorian Government subsidised training under the Victorian Training Guarantee. Qualification fee subsidies may be available to eligible individuals with funds made available by the Victorian and Commonwealth Governments.

Please contact one of our Course Advisors to discuss your individual circumstances.

Student Support
Customised Training encourages people with disabilities to explore opportunities to develop their skills through Vocational Education and Training.

Adjustments can be made to learning and support materials to suit your individual needs; providing that these adjustments do not compromise the requirements of the relevant Training Package or the integrity, equity and fairness of assessment.
Skills Recognition

Skills Recognition is the acknowledgement of skills and knowledge obtained through learning achieved outside the formal education and training system. You are encouraged to discuss the possibility of undertaking the Skills Recognition process prior to the commencement of your training.

For further information regarding Skills Recognition please request a Skills Recognition brochure or visit our website www.ctcs.com.au.

How to Apply

Once you have made the decision to apply for a qualification you must complete and return the documents listed below to Customised Training. Upon receiving all paperwork and supporting evidence a formal assessment of your eligibility for government funding and suitability for the qualification is conducted. You will be notified by phone of the outcome. If you are successful you will also receive a confirmation of enrolment letter, statement of fees and information relating to the provision of training and assessment.

Below is a list of documents you must include with your application:

- Enrolment Form and Pre-Training Review
- Current resume
- Certificates and Statement of Results for any previously attained or partially completed qualifications

If you are applying for a Government Subsidised place you must also include:

- Proof of citizenship/residency
  - Certified coloured copy of one of the following: current green Medicare card, Birth Certificate, current Australian Passport, current New Zealand Passport, Naturalisation Certificate
- Proof of Age (if you are under 20 years of age)
  - Certified coloured copy of one of the following: current Driver Licence, current Learner permit, a 'Keypass' card.

Vocational Outcomes

On completion of this qualification students may seek employment in the following areas: management or leadership roles.

Learning Pathways

Customised Training encourages you to continue learning. Pathways exist between various qualification levels, enabling you to move easily and readily between qualifications offered by Customised Training and qualifications offered by other education institutions.

Pathways may also allow you to access Skills Recognition and obtain credit points toward your next qualification, reducing your study time.

For more information on pathways available to you please contact a Course Advisor to discuss your options; or you can visit www.myfuture.gov.au, a helpful career website.