

# BSB51107 Diploma of Management

Offered via RPL Pathway Only



## Descriptor

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

## Qualification Pathways

### Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

### Pathways into the qualification

Preferred pathways for candidates 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 Management or other relevant qualification/s
- OR
- with vocational experience but without formal supervision or management qualification

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Coordinator
- Leading Hand
- Supervisor
- Team Leader

This breadth of expertise would equate to the competencies required to undertake this qualification.

## Pathways from the qualification

After achieving the BSB51107 Diploma of Management, candidates may undertake the BSB60407 Advanced Diploma of Management, or a range of other Advanced Diploma qualifications.

## Qualification Rules

**Total number of units = 8**

**5 core units plus 3 elective units**

The 3 elective units may be selected from the core or elective units following, 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.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level. Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

## Core Units

### Customer Service

BSBCUS501A Manage quality customer service

### Financial Management

BSBFIM501A Manage budgets and financial plans

### Information Management

BSBINM501A Manage an information or knowledge management system

### Learning and Development

BSBLED501A Develop a workplace learning environment

### Management

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBMGT516A Facilitate continuous improvement

### Occupational Health and Safety

BSBOHS509A Ensure a safe workplace

### Project Management

BSBPMG510A Manage projects

### Risk Management

BSBRSK501A Manage risk

### Workplace Effectiveness

BSBWOR501A Manage personal work priorities and professional development

BSBWOR502A Ensure team effectiveness

## Elective Units

### Compliance

BSBCOM503B Develop processes for the management of breaches in compliance requirements

### Franchising

BSBFRA502B Manage a franchise operation

### Human Resource Management

BSBHRM402A Recruit, select and induct staff

BSBHRM503A Manage performance management systems

BSBHRM504A Manage workforce planning

### Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

### Workplace Relations

BSBWRK509A Manage industrial relations

# Pathway to Completion via RPL Pathway

1 Enrolment received by SCOPE Vision; appropriate mentor allocated and contact is made with the participant to schedule initial meeting

2 Initial briefing session is held and selected training and assessment pathways confirmed

3 Participant attends scheduled mentoring sessions to plan the evidence to be collated within their Evidence Portfolio accessing skills recognition pathways

4 Participant begins collecting and collating the evidence as agreed into their Evidence Portfolio

5 Mentoring sessions are facilitated as scheduled, (ie at the commencement of each unit, or cluster of units)

6 Evidence Portfolio is completed by participant and submitted to SCOPE Vision for final assessment

7 Feedback is given to the participant regarding result of assessment

8 Appropriate Qualification or Statement of Attainment is awarded to the successful participant

## Time Frame

The time frame in which each unit is completed will vary from person to person and industry to industry; as it is dependent upon the existing skills and knowledge of each participant.

## Employability Skills

Employability Skills are embedded in training and assessment. Information on the Employability Skills relevant to your qualification can be obtained by visiting this website and keying in the national code for the qualification:

<http://employabilityskills.training.com.au>

## To Enrol

Complete and return pages 3 and 4 to:  
PO Box 301 Guildford WA 6935

**F** (08) 9297 3664

**E** [mailbox@scopevision.com.au](mailto:mailbox@scopevision.com.au)

**RPL:** Recognition of Prior Learning



# Enrolment Form - 1/2

## BSB51107 Diploma of Management

CONTACT DETAILS: Personal	
Name:	
DOB:	Sex: <input type="text"/>
Address:	
State:	Postcode: <input type="text"/>
Home Telephone:	
Mobile Telephone:	
Email Address:	

CONTACT DETAILS: Business	
Company:	
Position Held:	
Telephone:	
Facsimile:	
Work Email:	

PAYMENT OPTIONS	
<b>I will be paying using the following method (please tick)</b>	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Cheque	Please make cheques payable to 'SCOPE Vision'
<input type="checkbox"/> I authorise SCOPE Vision to debit the following credit card	<input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card <input type="checkbox"/> Bank Card Card Number: _ _ _ _ - - - - - Expiry Date: _ _ / _ _ Cardholders Name (please print): _____ Cardholders Signature: _____
<input type="checkbox"/> Direct Deposit	Account Name : SCOPE VISION Bank : NATIONAL AUSTRALIA BANK BSB : 086420 Account # : 493266439 Please insert your invoice number as the reference
<input type="checkbox"/> Invoice 3rd Party	Please attach appropriate approval forms and complete details below:
Third Party invoice information:	
Name of company:	
Attention:	
Postal Address:	
Telephone:	
Purchase order #	
<b>Other notes to SCOPE:</b>	

Refer to [www.scopevision.com.au](http://www.scopevision.com.au) for a copy of our fees and charges policy. SCOPE Vision has a Deed of Guarantee and Indemnity in place to protect fees paid in advance. A copy of this document is available upon request.

# Enrolment Form - 2/2

## BSB51107 Diploma of Management

Core Units - Choose 5 Units	Price per unit \$300
<b>Customer Service</b> <input type="checkbox"/> BSBCUS501A - Manage quality customer service	
<b>Financial Management</b> <input type="checkbox"/> BSBFIM501A - Manage budgets and financial plans	
<b>Learning and Development</b> <input type="checkbox"/> BSBLED501A - Develop a workplace learning environment	
<b>Management</b> <input type="checkbox"/> BSBMGT502B - Manage people performance <input type="checkbox"/> BSBMGT515A - Manage operational plan <input type="checkbox"/> BSBMGT516A - Facilitate continuous improvement	
<b>Occupational Health and Safety</b> <input type="checkbox"/> BSBOHS509A - Ensure a safe workplace	
<b>Project Management</b> <input type="checkbox"/> BSBPMG510A - Manage projects	
<b>Risk Management</b> <input type="checkbox"/> BSBRSK501A - Manage risk	
<b>Workplace Effectiveness</b> <input type="checkbox"/> BSBWOR501A - Manage personal work priorities and professional development <input type="checkbox"/> BSBWOR502A - Ensure team effectiveness	
Elective Units - Choose 3 from either the list above, or those outlined below	Price per unit \$300
<b>Compliance</b> <input type="checkbox"/> BSBCOM503B - Develop processes for the management of breaches in compliance requirements	
<b>Franchising</b> <input type="checkbox"/> BSBFRA502B - Manage a franchise operation	
<b>Human Resource Management</b> <input type="checkbox"/> BSBHRM402A - Recruit, select and induct staff <input type="checkbox"/> BSBHRM503A - Manage performance management systems <input type="checkbox"/> BSBHRM504A - Manage workforce planning	
<b>Sustainability</b> <input type="checkbox"/> BSBSUS501A - Develop workplace policy and procedures for sustainability	
<b>Workplace Relations</b> <input type="checkbox"/> BSBWRK509A - Manage industrial relations	
<b>TOTAL ENROLMENT FEE: \$</b>	