

BSB51107
Diploma of Business

Overview

This qualification reflects the role of individuals who are employed 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 the specific work requirements with their managerial approaches.

This qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

Although there are no prerequisite requirements, a candidate would be expected to have the vocational experience but without formal supervision or management qualification.

This qualification will develop the practical skills and knowledge to improve the performance of management and thereby improve productivity and profits; build a learning culture on the job; integrate continuous management improvement into business and strategic plans; identify unique and situational specific solutions which will increase and improve the company's competitiveness and its application of workplace solutions; and assist senior management in identifying cutting edge solutions for internal and external clients.

Who is the course for?

Participants who would be suitable to undertake this qualification could be managers, coordinators, leading hands, supervisors or team leaders.

Packaging rules:

A total of 8 units are required for this qualification as follows:

- 5 core units
- 3 elective units, which 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.

Course Outline

CORE (choose at least 5 core)

MODULE CODE	TITLE
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
BSBRISK501A	Manage risk
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502A	Ensure team effectiveness

ELECTIVES

MODULE CODE	TITLE
BSBCOM503B	Develop processes for the management of breaches in compliance requirements
BSBCUS501A	Manage quality customer service
BSBFIM501A	Manage budgets and financial plans
BSBFRA502B	Manage a franchise operation
BSBHRM402A	Recruit, select and induct staff
BSBHRM503A	Manage performance management systems
BSBHRM504A	Manage workforce planning
BSBLED501A	Develop a workplace learning environment
BSBMGT502B	Manage people performance
BSBMGT516A	Facilitate continuous improvement
BSBSUS501A	Develop workplace policy and procedures for sustainability
BSBWRK509A	Manage industrial relations



How will the course be conducted?

Core Units

1 day workshop. Reading, activities, assessment tasks completed in workplace. OR
2-3 hour session followed by self-paced programme and assessment tasks completed in
the workplace.