BSB51107 Diploma of Management

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

• Manager.

Qualification Pathways

Entry requirements

There are no entry requirements for this qualification.

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

• 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 this qualification candidates may undertake:

• BSB60407 Advanced Diploma of Management.

Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Packaging Rules
Total number of units = 8

8 elective units

5 elective units must be selected from the Group A units listed below.

The remaining 3 elective units may be selected from the Group A or Group B units listed below, or any currently endorsed Training Package or accredited course at the same qualification level. If not listed below 1 unit may be selected from a Certificate IV and/or an Advanced Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Elective units

Group A units

Customer Service
BSBCUS501B 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
BSBMGT516B Facilitate continuous improvement

Occupational Health and Safety
BSBOHS509A Ensure a safe workplace

Project Management
BSBPMG510A Manage projects

Risk Management
BSBRSK501A Manage risk

Workplace Effectiveness
BSBWOR501B Manage personal work priorities and professional development
BSBWOR502B Ensure team effectiveness

Group B 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

Intellectual Property
BSBIPR501A Manage intellectual property to protect and grow business

Sustainability
BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Relations
BSBWRK509A Manage industrial relations

Selecting Elective Units for Different Outcomes

The context for this qualification varies and this must guide the selection of elective units. An example of appropriate elective units for a particular outcome follows.

Manager, Information Services
5 core units plus
3 elective units selected from:
- BSBCOM503B Develop processes for the management of breaches in compliance requirements
- BSBINM501A Manage an information or knowledge management system
- BSBMGT516B Facilitate continuous improvement
- BSBRSK501A Manage risk
- PSPSEC601A Define information systems framework

Store Manager
5 core units plus
3 elective units selected from:
- BSBCUS501B Manage quality customer service
- BSBHRM402A Recruit, select and induct staff
- BSBMGT516B Facilitate continuous improvement
- BSBOHS509A Ensure a safe workplace
- WRR01B Manage merchandise and store presentation
### Employability Skills for BSB51107 Diploma of Management

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on the packaging options.

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<tr>
<th>Employability Skill</th>
<th>Industry/enterprise requirements for this qualification include:</th>
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| **Communication**   | • communicating with business contacts to promote the goals and objectives of the business  
                        • obtaining feedback from colleagues and clients |
| **Teamwork**        | • leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices |
| **Problem solving** | • accessing and assessing information for accuracy and relevance  
                        • developing strategies for minimising risks |
| **Initiative and enterprise** | • identifying networking opportunities and developing operational strategies to ensure the viability of the business  
                           • instigating new or different work practices to improve productivity or service delivery |
| **Planning and organising** | • allocating work to meet time and budget constraints  
                             • developing plans and schedules |
| **Self management** | • prioritising tasks |
| **Learning**        | • participating in professional networks and associations to obtain and maintain personal knowledge and skills  
                        • systematically identifying learning and development needs |
| **Technology**      | • using business technology to access, organise and monitor information |

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

#### Qualification Code and Title

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.