



Australian Government

BSB51107 Diploma of Management

Release 4

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Modification History

Release	Comments
Release 4	This version first released with <i>BSB07 Business Services Training Package Version 8.0</i>. Elective units: • BSBHRM402A Recruit, select and induct staff replaced with BSBHRM405A Support the recruitment, selection and induction of staff • BSBHRM503B Manage performance management systems replaced with BSBHRM512A Develop and manage performance management processes • BSBHRM504A Manage workforce planning replaced with BSBHRM513A (unit title remains unchanged). • BSBPMG510A Manage projects replaced with BSBPMG522A Undertake project work • BSBWRK509A Manage industrial relations replaced with BSBWRK510A Manage employee relations
Release 3	New release of this Qualification with <i>BSB07 Business Services Training Package version 7.0</i>. BSBOHS elective unit updated with the BSBWHS unit and imported elective units updated with the most current equivalent.
Release 2	New release of this Qualification with <i>BSB07 Business Services Training Package version 6.0</i>. BSBWOR501A updated to BSBWOR501B.
Release 1	Initial release of this Qualification.

Description

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.

Job roles

Job roles and titles vary across different industry sectors. A possible job title relevant to this qualification is:

- manager.

Pathways Information

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

- BSB40812 Certificate IV in Frontline Management or other relevant qualification
- OR
- with vocational experience but without formal supervision or management qualification.

Pathways from the qualification

- BSB60407 Advanced Diploma of Management or other Advanced Diploma qualifications.

Licensing/Regulatory Information

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

Entry Requirements

There are no entry requirements for this qualification.

Employability Skills Summary

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.

Employability skill	Industry or enterprise requirements for this qualification include:
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

Packaging Rules

Total number of units = 8

8 elective units

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

3 elective units may be selected from Group A units or Group B units listed below, from this Training Package or from any current accredited course or endorsed Training Package at this qualification level. One 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.

Elective units

Group A

Customer service

BSBCUS501C 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

BSBMGT406A Plan and monitor continuous improvement

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBMGT516C Facilitate continuous improvement

Work health and safety

BSBWHS501A Ensure a safe workplace

Project management

BSBPMG522A Undertake project work

Risk management

BSBRSK501B Manage risk

Workplace effectiveness

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness

Group B

Compliance

BSBCOM503B Develop processes for the management of breaches in compliance requirements

Diversity

BSBDIV501A Manage diversity in the workplace

Franchising

BSBFRA502B Manage a franchise operation

Human resource management

BSBHRM405A Support the recruitment, selection and induction of staff

BSBHRM512A Develop and manage performance-management processes

BSBHRM513A Manage workforce planning

Innovation

BSBINN501A Establish systems that support innovation

BSBINN502A Build and sustain an innovative work environment

Intellectual property

BSBIPR501A Manage intellectual property to protect and grow business

Management

BSBHRM511A Manage expatriate staff

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace relations

BSBWRK510A Manage employee relations