

DIPLoma OF MANAGEMENT

BSB 51107

THE DIPLOMA OF MANAGEMENT IS DESIGNED TO PROVIDE IN-DEPTH KNOWLEDGE AND THE SKILLS REQUIRED TO BE AN EFFECTIVE MANAGER. IT IS RECOMMENDED FOR THOSE WHO MANAGE TEAMS, OPERATIONAL PLANNING AND PERFORMANCE, CUSTOMER SERVICE, PROJECTS AND/OR ARE RESPONSIBLE FOR RISK MANAGEMENT. IT REQUIRES A SOUND THEORETICAL KNOWLEDGE BASE AND MANAGERIAL COMPETENCIES TO PLAN, CARRY OUT AND EVALUATE OWN WORK AND/OR THE WORK OF A TEAM.

COURSE OBJECTIVES

This qualification reflects the role of individuals who manage the work of others or those who add value to or review management practices.

On completion of this unit, you should be able to:

- manage all aspects of people management from recruitment and induction through to performance management and workforce planning;
- manage risk and ensure continuous improvement;
- manage and report on projects;
- manage operational plans; and
- manage quality customer service.

COMPONENTS

BSBCUS501A

Manage quality customer service

BSBMGT502B

Manage people performance

BSBMGT515A

Manage operational plan

BSBMGT516A

Facilitate continuous improvement

BSBPMG510A

Manage projects

BSBRSK501A

Manage risk

BSBHRM402A

Recruit, select and induct staff

BSBHRM504A

Manage workforce planning

DURATION

The total nominal hours for this course are 375 hours. This should include completing both the online training module and the associated formal assessment component.

FULL TIME

Load – 12hrs/wk

Duration – 28 weeks

Maximum 12mths access to online course. (Approx. 10-20hrs to complete each unit).

DELIVERY MODE

Online

PREREQUISITES

Course entry requirements include:

- sufficient literacy and numeracy skills to complete the course; and
- access to an internet connection and computer.

COST

Member	\$3,218
Corporate Supporter	\$3,960
Standard	\$4,950

This qualification is delivered online providing you with the flexibility to complete the training when and where you wish. You will be fully supported throughout the learning process by qualified trainers from Accredited Online Training (AOT), Australia's leading provider of online qualifications.



YOUR LEARNING . OUR PASSION

Book online now at www.qld.ipaa.org.au or call us on (07) 3228 2800

