BSB51107 Diploma Management (Online)

Student Course Outline Brochure

The Hospitality Institute of Australasia is a trading name of Daniels Associates, Registered Training Organisation delivering Nationally Recognised Training. We have a commitment to helping people achieve their learning goals, in a fun and supportive learning environment.

This qualification reflects the roles of individuals delivering training and assessment services in the vocational education and training (VET) sector.

Achievement of this qualification or an equivalent by trainers and assessors is a requirement of the VET Quality Framework for Registration.

This qualification reflects the role of individuals who take the first line of management in a wide range of organisational and industry contexts. They may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in supervisory functions. Typically they would report to a manager.

How can training benefit you?

✓ A Nationally Recognised qualification upon successful completion of the course
✓ Fun and flexible delivery of training and assessment by experienced industry trainers and assessors
✓ The opportunity to choose a career path through recognised qualifications
✓ Learning of new skills
✓ Develop your existing skills further, or have your existing skills recognised with a nationally recognised qualification
✓ Meet new people and gain confidence in your employment skills!

Pathways into the qualification

Preferred pathways for candidates considering this qualification include:

➢ BSB40807 Certificate IV Frontline Management or other relevant qualification/s

OR

➢ with vocational experience in a supervisory role but no formal qualification.

Pathways from the qualification:

After completing a BSB51107 Diploma of Management students may wish to continue training in this industry by undertaking training in BSB60407 Advanced Diploma of Management or other Advanced Diploma qualifications.
What content is covered in the training?

BSB51107 Diploma Management is suited for students who have the desire to improve their supervision and basic management skills in the industry sector they work in.

BSB51107 Diploma of Management reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. It can also provide experienced staff with the opportunity to further develop their skills and gain a formal qualification.

Successful completion will provide students with the ability to gain employment in a range of management positions. Such job roles may include:

◊ Manager

Units

You are required to complete 8 units of study for the Diploma of Management (BSB51107)

We offer 7 core units with a choice of an elective. A brief description of each unit is located under the subject name.

Core Units - You must complete all seven (7) of these subjects

Cluster one

BSBWOR501B Manage personal work priorities and professional development
This unit describes the performance outcomes, skills and knowledge required to manage own performance and professional development.

BSBHRM405A Support the recruitment, selection and induction of staff
This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle.

BSBMGT502B Manage people performance
This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly.

Cluster two

BSBMGT515A Manage operational plan
This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

BSBCUS501C Manage quality customer service
This unit describes the performance outcomes, skills and knowledge required to develop strategies to manage organisational systems that ensure products and services are delivered and maintained to standards agreed by the organisation.

BSBWOR502B Ensure team effectiveness
This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation.

Cluster Three
BSBWHS501A Ensure a safe workplace
This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's occupational work health and safety (WHS) policies, procedures and programs in the relevant work area in accordance with WHS legal requirements.

Electives - Select one (1) of these units

BSBMGT516C Facilitate continuous improvement
This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes.

BSBFIM501A Manage budgets and financial plans
This unit describes the performance outcomes, skills and knowledge required to undertake financial management within a work team in an organisation.

Who can undertake the training?
Students are required to be:

◊ Competent in written and spoken English and will undertake a Language, Literacy, and Numeracy test prior to commencing the training

The pre-requisites for this course are:
There are no prerequisites for this course

How often do the courses run and what is their duration?
You can enrol in an online course at any time. Online courses are designed to be self-paced learning so you can complete the course in as little as 4-6 months or take as long as 12 months to complete.

How is the course trained and assessed?

This qualification is to be delivered in an online learning environment. The candidate is to be provided training and assessment materials via the internet. Learning and assessment will be completed at the candidate/candidates convenience and schedules around their work and personal lives.

This will be achieved through structured online delivery supported by a qualified trainer / assessor.

Workplace delivery is implemented by setting up an appropriate Training Plan in consultation with the candidate and possibly their workplace supervisor (ONLY if the qualification is being supported by their employer).

The Training Plan is developed online and indicates the units selected and sequence of delivery requested by the candidate. This will be completed in line with the 'Training Plan Summary' (Appendix 1) to ensure an appropriate sequence of delivery and assessment is scheduled.

A qualified trainer / assessor will be available on a weekly allocated time schedule to discuss issues related to learning and assessment with the candidate.
Note: trainers/assessors are generally available more regularly, however, a minimum weekly time allocation will also be provided to each student. This support will enable the candidate to further develop their ability and progress towards competence.

The assessment process will include the gathering of evidence to demonstrate the candidate’s competence. Candidates will be advised of the assessment requirements at the beginning of each unit / cluster through documented assessments that will clearly outline all required tasks that must be completed to achieve competence within the specified unit.

The assessment methods may include theory and practical tasks and will be clearly documented in the online delivery system. Trainers will be provided with detailed instructions to assessment requirements for each unit. (The specific methods for each Unit of Competency are identified within this document under 'Evidence Gathering Techniques').

The major assessment activities for this qualification are broken into Assignment Activities, Project Work and Verbal Questioning to confirm the candidate’s skills and knowledge is authentic.

The candidate’s workplace may also be involved in the assessment process to verify the candidate’s ability to perform required workplace duties that support the competence of the candidate. Where this is required the workplace supervisor will be asked to provide feedback and comments on the candidate’s ability to demonstrate their practical work skills in specified knowledge and skills by completing Third Party Report (instruction will be provided with each checklist). The context of the Third Party Report should surround the candidate performing actual work duties, and this document will form part of the evidence gathered for assessment.

How do I enrol?

Easily! Complete the enrolment form and return it to our office by email or fax.

You will be required to complete the following the steps outlined below:

1. Read and understand the information contained in the Student Information Handbook.
2. Read and understand the terms and conditions of enrolment including the refund and cancellation policy.
3. Complete and sign an Enrolment Form to declare that you understand all of the information provided.
4. Return the Enrolment Form with a copy of your identification.

Would you like more information?

Contact our friendly team at HIA on:
Telephone: 1 300 776 728
Fax: (07) 3899 1160
or
Complete the online enquiry form.