Studywell College	**Program Pre-Enrolment Information & Overview** **BSB51107 – Diploma of Management**	**VET Quality Framework** **Standard 4 (Clause 4.1)** **Standard 5 (Clause 5.2)**	
		Form No:	**DOC-RTO-24.5**

BSB51107 – Diploma of Management
Course Information

- ☑ **QUALIFICATION LEVEL:**   Diploma (AQF Level 5)
- ☑ **TRAINING PACKAGE:**   BSB07 – Business Services
- ☑ **INDUSTRY STREAM / FIELD**:   Management
- ☑ **COURSE DURATION**:   12 Months
- ☑ **PRE-REQUISITES:**   Nil (Direct Entry)

The **Diploma of Management (BSB51107)** is a nationally-recognised qualification suited to people in a current management role or with previous management experience. 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.

Preferred pathways for prospective learners entering this qualification include:
- ☑ BSB40812 Certificate IV in Frontline Management or other relevant qualification;
     OR
- ☑ With vocational experience but without formal supervision or management qualification.

LEARNER ENROLMENT REQUIREMENTS

To successfully complete this Diploma program, you MUST:

- Have access to a fully-functional computer / smart device loaded with a web browser (e.g. Internet Explorer, Firefox) and appropriate software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), and analyse information and data (e.g. Excel); and
- Have access to a computer / smart device with reliable Internet Access; and
- Have a camera on your internet-enabled device; and
- Have a Skype account; and
- Have a current valid email account for online learning and assessment communication and support; and
- Have a telephone and current valid telephone number for learning and assessment communication, support and interviews; and
- Successfully complete all assessment tasks to the required published standard.

This program requires a significant amount of reading and writing.

LEARNER ENROLMENT REQUIREMENTS (Continued)

You will need:
- **Language and literacy skills** at a level that enables you to access, analyse, interpret, understand and use a range of information and data (including legislation, compliance documents, workplace operating system materials and

Document:	BSB51107: Program Pre-Enrolment Information & Overview	**Prepared By**:	RTO Manager: MW
Version:	2.0	**Endorsed By**:	RTO CEO: DL
Date Effective:	18/05/15	**Review Date**:	17/05/16

performance data), to write a variety of complex business documents including policies, procedures, plans, reviews, opinions and reports, and to communicate with and provide quality feedback to others in a variety of contexts;

- **Numeracy skills** at a level that enables you to read, understand, prepare and analyse budgets, forecasts, performance indicators and business-related statistics and measurements, and to allocate, monitor and evaluate timeframes, and financial and other resources required to implement project, risk management, WHS and other business-related plans;
- **Technology skills** to conduct online research using a web browser (e.g. Internet Explorer, Firefox) and to use a variety of software applications to read PDF files (e.g. Adobe), produce documents (e.g. Microsoft Word, PowerPoint), and analyse information and data (e.g. Excel);
- **The ability to research information and data** from a variety of sources.

COURSE OVERVIEW

This qualification requires completion of **eight (8) units of competency**, addressing a variety of topics and subject-matter areas including, but not limited to:

- WHS Management;
- Risk Management;
- People Performance Management;
- Team Management;
- Operational Plan Management;
- Project Management;
- Staff Recruitment, Selection and Induction;
- Continuous Improvement Facilitation.

Full details of the **Studywell College** program are tabled at the end of this overview.

MODE OF DELIVERY

This program is **delivered completely online** via access to a dedicated Learning Management System, allowing you total control over the time, timing, place and pace at which you study and complete the assessment tasks and activities. You can enrol in and commence the qualification at any time, with **twelve (12) months from date of enrolment to complete the qualification**. We envisage that it will take you on average 40 hours to complete a unit of competency, though depending on your existing skill and knowledge levels, and/or prior experience, this timeframe may be reduced. As a competency-based program, you may complete the qualification in a shorter period of time.

LEARNING SUPPORT

Whilst you retain full control over your program pace and progress, you always have access to a dedicated Trainer/Assessor and other support personnel (including a specialist Language, Literacy and Numeracy Practitioner) to provide one-on-one tailored support at all stages of your learning journey with **Study well** Services – from program induction through to qualification completion.

Let us know at any stage if you need any learning or language, literacy and numeracy assistance whatsoever to help you complete your program. We are here to support you in succeeding. Please contact us for Language, Literacy & Numeracy, and/or other Learning support by: Phone on 1300 026 163; or Email at info@studywellcollege.edu.au

ASSESSMENT

Upon enrolment, you will negotiate Assessment Plans to gather and submit sufficient original evidence to enable your Trainer/Assessor to make assessment decisions in respect of your enrolled competencies. You will be provided via the Learning Management System with detailed assessment task specifications and activities specific to the relevant unit of competency. By way of example, you may be required to:

ASSESSMENT (Continued)

- Complete competency-based projects and/or develop portfolios of evidence;
- Respond to case studies and scenarios;
- Answer a series of knowledge-based questions (in multiple choice and/or short answer formats);
- Provide a report from a person with relevant experience and knowledge of your skills and performance levels (the likes of a Direct Supervisor or Manager);
- Participate in interviews with your assessor.

Typically, you will submit your evidence via the Learning Management System for evaluation by your dedicated Trainer/Assessor, who will continue to maintain contact with you during the assessment decision-making process.

Document:	BSB51107: Program Pre-Enrolment Information & Overview	**Prepared By**:	RTO Manager: MW
Version:	2.0	**Endorsed By**:	RTO CEO: DL
Date Effective:	18/05/15	**Review Date**:	17/05/16

RECOGNITION OF PRIOR LEARNING (RPL)

If you believe you have competence in any of the units of competency within the qualification, you can enrol in our Rapid RPL program. Rapid RPL is a product designed for candidates who want their qualifications fast and have current evidence collected over the past three (3) years that demonstrate the required skills and knowledge of each unit of competency within the qualification. Talk to our sales team to enrol in the Rapid RPL program.

If you do not have evidence for a full RPL we can assist with a Rapid RPL Upgrade where you undergo partial RPL assessment and complete the required courseware. Talk to our sales team about upgrading to the Rapid RPL Upgrade program.

CREDIT TRANSFER

Under the Credit Transfer system, you may also be granted exemption for units of competency or modules you have previously completed and can substantiate through production of Australian Qualifications Framework (AQF) Certification Documentation issued by any other Registered Training Organisation (RTO) or AQF authorised issuing organisation. As part of the application process, you must submit:

- Certified copies of the AQF Certification Documentation in respect of which you seek credit or authenticated VET transcript/s issued by the Student Identifiers Registrar; and
- In the case of AQF Certification Documentation issued by an AQF Authorised Issuing Organisation other than an RTO (e.g. University), full specifications of the content and learning outcomes of each unit or module successfully completed; and
- Evidence verifying the currency of competencies for which you seek credit.

EMPLOYABILITY SKILLS

This program contains employability skills. The following table contains a summary of the employability skills required by industry for this Diploma qualification:

Employability Skill	Industry/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.

ENROLMENTS

For further information or enrolments, please contact:

Studywell College
Phone: 1300 026 163
E-mail: info@studywellcollege.edu.au

Document:	BSB51107: Program Pre-Enrolment Information & Overview	Prepared By:	RTO Manager: MW
Version:	2.0	Endorsed By:	RTO CEO: DL
Date Effective:	18/05/15	Review Date:	17/05/16

COURSE OVERVIEW

Unit Code	Unit Title	Core / Elective (per Package)	Nominal Hours	Unit Descriptor & Elements
BSBWHS501A	Ensure a Safe Workplace	ELECTIVE	60	This unit describes the performance outcomes, skills and knowledge required to establish, maintain and evaluate the organisation's work health and safety (WHS) policies, procedures and programs in the relevant work area according to WHS legislative requirements: 1. Establish and maintain a WHS management system; 2. Establish and maintain effective and compliant participation arrangements for managing WHS; 3. Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks; 4. Evaluate and maintain a WHS management system.
BSBPMG522A	Undertake Project Work	ELECTIVE	60	This unit describes the performance outcomes, skills and knowledge required to undertake a straightforward project or a section of a larger project. This unit addresses the management of projects, including developing a project plan, administering and monitoring the project, finalising the project, and reviewing the project to identify lessons learned for application to future projects: 1. Define project; 2. Develop project plan; 3. Administer and monitor project; 4. Finalise project; 5. Review project.
BSBRSK501B	Manage Risk	ELECTIVE	60	This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area: 1. Establish risk context; 2. Identify risks; 3. Analyse risks; 4. Select and implement treatments.
BSBWOR502B	Ensure Team Effectiveness	ELECTIVE	60	This unit describes the performance outcomes, skills and knowledge required to facilitate all aspects of teamwork within the organisation. It involves taking a leadership role in the development of team plans, leading and facilitating teamwork and actively engaging with the management of the organisation: 1. Establish team performance plan; 2. Develop and facilitate team cohesion; 3. Facilitate teamwork; 4. Liaise with stakeholders.
BSBMGT515A	Manage Operational Plan	ELECTIVE	60	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. Management at a strategic level requires systems and procedures to be developed and implemented to facilitate the organisation's operational plan: 1. Develop operational plan; 2. Plan and manage resource acquisition; 3. Monitor and review operational performance.
BSBMGT502B	Manage People Performance	ELECTIVE	70	This unit describes the performance outcomes, skills and knowledge required to manage the performance of staff who report to them directly. Development of key result areas and key performance indicators and standards, coupled with regular and timely coaching and feedback, provide the basis for performance management: 1. Allocate work; 2. Assess performance; 3. Provide feedback; 4. Manage follow up.
BSBMGT516C	Facilitate Continuous Improvement	ELECTIVE	60	This unit describes the performance outcomes, skills and knowledge required to lead and manage continuous improvement systems and processes. Particular emphasis is on the development of systems and the analysis of information to monitor and adjust performance strategies, and to manage opportunities for further improvements: 1. Lead continuous improvement systems and processes; 2. Monitor and adjust performance strategies; 3. Manage opportunities for further improvement.
BSBHRM405A	Support the Recruitment, Selection and Induction of Staff	ELECTIVE	50	This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle. Performance of the work described in this unit will be underpinned by in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions. 1. Plan for recruitment 2. Plan for selection 3. Support selection process 4. Induct successful candidate

Document:	BSB51107: Program Pre-Enrolment Information & Overview	Prepared By:	RTO Manager: MW
Version:	2.0	Endorsed By:	RTO CEO: DL
Date Effective:	18/05/15	Review Date:	17/05/16

Uncontrolled document when printed
Page 4 of 5

Studywell College reserves the right to amend course structure and subject content to meet changing industry demands.

Document:	BSB51107: Program Pre-Enrolment Information & Overview	Prepared By:	RTO Manager: MW
Version:	2.0	Endorsed By:	RTO CEO: DL
Date Effective:	18/05/15	Review Date:	17/05/16

Uncontrolled document when printed
Page 5 of 5