

BSB51107 Diploma of Management

Course Structure Achievement of this qualification requires the completion of 8 total units:
5 Core Units & 3 Elective Units

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.		
Core Units	5 Core Units are to be selected from the following units		
	Code	Unit of Competency	Field
1.	BSBCUS501A	Manage quality customer service	<i>Customer Service</i>
2.	BSBFIM501A	Manage budgets and financial plans	<i>Financial Management</i>
3.	BSBINM501A	Manage an information or knowledge management system	<i>Information Management</i>
4.	BSBLED501A	Develop a workplace learning environment	<i>Learning and Development</i>
5.	BSBMGT502B	Manage people performance	<i>Management</i>
6.	BSBMGT515A	Manage operational plan	<i>Management</i>
7.	BSBMGT516A	Facilitate continuous improvement	<i>Management</i>
8.	BSBOHS509A	Ensure a safe workplace	<i>Occupational Health and Safety</i>
9.	BSBPMG510A	Manage projects	<i>Project Management</i>
10.	BSBR501A	Manage risk	<i>Risk Management</i>
11.	BSBWOR501A	Manage personal work priorities and professional development	<i>Workplace Effectiveness</i>
12.	BSBWOR502A	Ensure team effectiveness	<i>Workplace Effectiveness</i>

Elective Units	<p>3 Elective Units</p> <p>Elective units must be relevant to the work outcome, local industry requirements and the qualification level. The context of this qualification varies, and this must guide the selection of elective units.</p> <p>The 3 elective units may be selected from:</p> <ul style="list-style-type: none"> • The core units for this qualification • The elective units listed below • Other units within the BSB07 Business Services Training Package • Any other currently endorsed national Training Package • Certificate IV or Advanced Diploma qualification (1 unit only) 		
	Code	Unit of Competency	Field
1.	BSBCOM503B	Develop processes for the management of breaches in compliance requirements	<i>Compliance</i>
2.	BSBCUS501A	Manage quality customer service	<i>Customer Service</i>
3.	BSBFIM501A	Manage budgets and financial plans	<i>Financial Management</i>
4.	BSBFRA502B	Manage a franchise operation	<i>Franchising</i>
5.	BSBHRM402A	Recruit, select and induct staff	<i>Human Resource Management</i>
6.	BSBHRM503A	Manage performance management systems	<i>Human Resource Management</i>
7.	BSBHRM504	A Manage workforce planning	<i>Human Resource Management</i>
8.	BSBLED501A	Develop a workplace learning environment	<i>Learning and Development</i>
9.	BSBMGT502B	Manage people performance	<i>Management</i>
10.	BSBMGT516A	Facilitate continuous improvement	<i>Management</i>
11.	BSBSUS501A	Develop workplace policy and procedures for sustainability	<i>Sustainability</i>
12.	BSBWRK509A	Manage industrial relations	<i>Workplace Relations</i>