

**BSB51107 Diploma of Management**

**Overview**

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.

**Qualification Requirements:**

Total number of units = 8

**5 core units** from the core units listed below

Field	Code	Unit Title
Customer Service	BSBCUS501A	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	BSBMGT502B	Manage people performance
	BSBMGT515A	Manage operational plan
	BSBMGT516A	Facilitate continuous improvement
Occupational Health and Safety	BSBOHS509A	Ensure a safe workplace
Project Management	BSBPMG510A	Manage projects
Risk Management	BSBRSK501A	Manage risk
Workplace Effectiveness	BSBWOR501A	Manage personal work priorities and professional development
	BSBWOR502A	Ensure team effectiveness

plus

3 elective units

The 3 elective units may be selected from the core or elective units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed below, 1 unit may be selected from either a Certificate IV or Advanced Diploma qualification.

Field	Code	Unit Title
Compliance	BSBCOM503B	Develop processes for the management of breaches in compliance
Customer Service	BSBCUS501A	Manage quality customer service
Financial Management	BSBFIM501A	Manage budgets and financial plans
Franchising	BSBFRA502B	Manage a franchise operation

Human Resource Management	BSBHRM402A	Recruit, select and induct staff
	BSBHRM503A	Manage performance management systems
	BSBHRM504A	Manage workforce planning
Learning and Development	BSBLED501A	Develop a workplace learning environment
Management	BSBMGT502B	Manage people performance
	BSBMGT516A	Facilitate continuous improvement
Sustainability	BSBSUS501A	Develop workplace policy and procedures for sustainability
Workplace Relations	BSBWRK509A	Manage industrial relations