

# FACT SHEET

## Diploma of Management

### BSB51107



The National Finance Institute

National Provider Number: 31203



#### **What is this course?**

Our Diploma of Management course is designed for people who are looking to further develop their management skills and want the flexibility of online learning. It is 100% online although we do offer printed manuals as an option to accompany online access. 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. This generic management qualification is relevant across industries.



#### **Can I choose the Units I prefer?**

**8 Units** of Competency are required to be completed and they are classified as Elective Units. No additional Core Units are required. 5 units must be selected from the Group A units listed below. 3 units may be selected from either Group A units or Group B units listed below. Units should be relevant to the work outcome that you desire and local industry requirements. On page 2 we have our own recommendation for 8 units of competency, however you can choose to vary this if you wish, provided you choose in the method outlined as above.

#### **Elective units**

##### **GROUP A**

###### *Customer service*

BSBCUS501C 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*

BSBMGT406A Plan and monitor continuous improvement

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBMGT516C Facilitate continuous improvement

###### *Work health and safety*

BSBWHS501A Ensure a safe workplace

###### *Project management*

BSBPMG522A Undertake project work

###### *Risk management*

BSBRSK501B Manage risk

###### *Workplace effectiveness*

BSBWOR501B Manage personal work priorities and professional development

BSBWOR502B Ensure team effectiveness

##### **GROUP B**

###### *Compliance*

BSBCOM503B Develop processes for the management of breaches in compliance

###### *Diversity*

BSBDIV501A Manage diversity in the workplace

###### *Franchising*

BSBFRA502B Manage a franchise operation

###### *Human resource management*

BSBHRM405A Support the recruitment, selection and induction of staff

BSBHRM512A Develop and manage performance-management processes

BSBHRM513A Manage workforce planning

###### *Innovation*

BSBINN502A Build and sustain an innovative work environment

###### *Sustainability*

BSBSUS501A Develop workplace policy and procedures for sustainability

###### *Workplace relations*

BSBWRK510A Manage employee relations

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***Which Units does NFI recommend?***

BSBMGT406A Plan and monitor continuous improvement  
BSBWOR501B Manage personal work priorities and professional development  
BSBWOR502B Ensure team effectiveness  
BSBMGT502B Manage people performance  
BSBMGT515A Manage operational plan  
BSBPMG522A Undertake project work  
BSBR501B Manage risk  
BSBCOM503B Develop processes for the management of breaches in compliance

***Do I need to do the units in a certain order?***

You can complete the 8 Units in any order you prefer. If you choose our recommended units above, then our suggestion is to complete in the order above.

***Is the course nationally recognised?***

Yes, the BSB51107 Diploma of Management course has been mapped against the Australian Quality Training Framework and is delivered by The National Finance Institute as an RTO, national provider number 31203.

***What are the entry requirements / pre-requisites?***

Sufficient written and verbal English language skills, basic word processing skills and some experience in either a team leader, managerial or supervisory role. There are no formal pre-requisites for this qualification however, the pathways for candidates considering this qualification could include:

- BSB40812 Certificate IV in Frontline Management OR
- Vocational experience but without a formal supervision or management qualification.

***What qualification could I continue with after I complete this course?***

Pathways from the qualification could include:

- BSB60407 Advanced Diploma of Management or other Advanced Diploma qualifications.

***When can I start the course?***

Commencement via Online E-learning can commence at any time you desire. Simply complete the Course Enrolment Form to get the process started. Once we process your details, your login details will be forwarded by email within two days (usually same day). Online e-learning students will access the course via our dedicated 24/7 online e-learning platform.

***What materials/equipment do I need?***

Access to a computer is required. There are no text books required. Online students have the option of ordering the hard copy of the training units at an additional cost of \$30 per unit plus \$30 postage.

***What is the assessment process?***

There is no requirement for any face-to-face assessment. The assessment tasks are all provided online, to be completed after you have studied each section within the unit. Assessment activities include written activities, written questions and some projects. All of your assessments are to be submitted through the online platform. Once you submit your assessments your trainer/assessor will automatically be notified and will assess your activity providing comments for you to access online. If you are not graded as competent on your first submission, your trainer will provide feedback in order that you can resubmit your answer.

***How long will this course take to complete?***

You have 12 months to complete this course in online mode, but as you work through the course material at your own pace, you may finish the course more quickly.

***What career opportunities will it provide on completion?***

Job opportunities and their titles vary across different industry sectors. A possible job title relevant to this qualification is "Manager".

***How much does the course cost?***

The full BSB51107 course via online e-learning mode is \$995 per student. This cost is fully inclusive of trainer support, assessment and certificate delivery. There is no GST component. Discounts may be available for group bookings.

***Are any subsidies available to assist with payment?***

The Australian Government provides a range of incentives to employers for employing an apprentice or trainee. Australian Apprenticeships (the term given to traineeships) are available in over 600 different occupations, some part-time and some full-time, (including some for mature age workers). Existing employees can also benefit through the traineeship scheme assisting employers to upskill their employees. It is recommended that employees discuss options with their employer or visit the traineeship website: <http://www.australianapprenticeships.gov.au/>

***Are there workshops for this course?***

This course is provided through online e-learning or in combination with printed material. It is not available through face-to-face workshop. However you are allocated a trainer from the moment you commence so full support is available online, should you require it. The same trainer will be with you for the duration of your course.

***How will I be notified of my results?***

To pass an assessment task you must be given the status of "competent" by your trainer. This will occur after you have submitted the tasks for each unit. You do not need to wait for any assessment to be marked before continuing on with your next unit. Once you have been graded as Competent for every unit in which you are enrolled, you will then be eligible to receive your qualifying Certificate.

***What will I receive?***

Successful completion of all units entitles the trainee to the nationally recognised, qualifying BSB51107 Diploma of Management qualification. A transcript of the competencies achieved in each unit will also be provided with the Certificate. Both the Certificate and the Transcript should be retained in a safe place.

***Can I apply for RPL?***

Yes, for those who have relevant experience or who have completed other training recognition of prior learning (RPL) is available. An application form and further information is available on the NFI website under Forms or you can request RPL information be emailed, should you wish to apply. RPL fee is \$595. RPL may be combined with Credit Transfer and study of units to a maximum fee of \$995.

***How do I apply?***

Complete a Course Enrolment Form and send it to NFI via fax, post or scan/email. You will then receive an email confirming that we have received your enrolment and we will also attach your receipt for payment with your email. You will then receive further emails with your login details for each unit so you can begin straight away if you wish.

***Can I speak to someone about the course?***

Yes, certainly. Please call Client Services on 1300 765 400 – we'd be delighted to hear from you. Alternatively, you will find more about us on our website at [www.financeinstitute.com.au](http://www.financeinstitute.com.au)