

**P-E HANDLEY-WALKER TRAINING Pty. Ltd.**  
ACN 150 893 931 ABN 12 150 893 931  
RTO No. 21789  
P.O. Box 681 Mornington  
VIC 3931  
Ph: (03) 9708 8809  
Fax: (03) 9775 4607  
[www.pehw.net.au](http://www.pehw.net.au)



## **COURSE PROFILE**

### **BSB51107 DIPLOMA OF MANAGEMENT**

**P-E COURSE CODE:** TRFLM 005

#### **COURSE OUTLINE:**

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.

#### **PATHWAYS INTO THE QUALIFICATION:**

Preferred pathways for candidates considering this qualification include:

- BSB40807 Certificate IV in Frontline Management or other relevant qualification
- or
- with vocational experience but without formal supervision or management qualification.

There are no prerequisite requirements for individual units of competency. However, to successfully complete this qualification it is necessary that you are in a role where you can demonstrate responsibility for team or business unit performance. You should be fairly self-directed and autonomous, working under broad guidance.

#### **PATHWAYS FROM THE QUALIFICATION:**

After achieving BSB51107 Diploma of Management, candidates may undertake the BSB60407 Advanced Diploma of Management or other Advanced Diploma qualifications.

#### **COURSE DURATION:**

Duration (460 nominal hours)

The program should be completed within a period of 12 months and you are encouraged to complete a unit of competence at least every four weeks, on average. Course durations can be reduced by the application of Credit Transfer or Recognition of Prior Learning (RPL). Enrolment is valid for 12 months after being accepted by P-E Handley-Walker.

## COURSE CONTENT:

### Modules

<b>Name</b>	<b>Hours (nominal)</b>
BSBMGT515A Manage operational plan	60
BSBPMG510A Manage projects	60
BSBWOR502B Ensure team effectiveness	60
BSBFIM501A Manage budgets and financial plans	70
BSBCUS501B Manage quality customer service	40
BSBMGT516C Facilitate continuous improvement	60
BSBOHS509A Ensure a safe workplace	50
BSBRSK401A Identify risk and apply risk management processes	50

### LEARNING OUTCOMES:

This qualification is suitable for Managers. Specifically, learning outcomes include ability 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.
- manage a straightforward project or a section of a larger project. This unit addresses the management of projects including the development of a project plan, administering and monitoring the project, finalising the project and reviewing the project to identify lessons learnt for application to future projects.
- 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.
- undertake financial management within a work team in an organisation. This includes planning and implementing financial management approaches, supporting team members whose role involves aspects of financial operations, monitoring and controlling finances, and reviewing and evaluating effectiveness of financial management processes in line with the financial objectives of the work team and the organisation.
- 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.
- 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.

### TRAINING STRATEGIES:

- Self-paced learning mode
- Facilitator support by phone/email
- Activities
- Scenario - based tasks and case studies
- Work-related projects

### TRAINING MATERIALS:

- Workbooks (eLearning / Printed)
- On-line learning resources

**BSB51107 Diploma of Management** will be delivered as a self-paced learning mode.

Learners will be provided with workbooks for each module (eLearning and/ or Printed).

Facilitators will also be available via email and telephone access and these details will be provided to learners on commencement.

### **ASSESSMENT METHODS:**

Wherever feasible, participants will use actual examples from their own workplace as learning experiences. Written / oral questioning will test underpinning knowledge. Work-related projects and supervisor / third-party report will provide verification of workplace performance.

Other assessment activities may be determined by your assessor which might include:

- observation by a Supervisor / Third Party or Assessor of a candidate's workplace performance
- provision of any other evidence candidate is asked to gather by the Trainer/Assessor – for instance, work documents or copies of policy and procedure manuals to which candidate has made a major contribution; the candidate should check the use of such documentation with their manager/supervisor
- participation in simulations and role-plays

### **NATIONAL RECOGNITION:**

The completion of core and elective competencies qualifies the graduate for the Diploma of Management. The qualification is recognised nationally. A numbered Certificate will be issued to each participant on successfully demonstrating competence in all of the required units. A numbered Statement of Attainment will be issued in cases where some, but not all, of the required units have been completed.

### **COURSE FEES AND HOW TO APPLY:**

(NOTE: These fees are based on the current selection of units and may vary with a different selection)

**\$2136 (GST free) for Fee-For-Service paying students (non-funded)**

**\$544\*\* (GST free) for Victorian Government funded students**

*(Consists of tuition fee \$400.00 and resources fee \$144.00 (at cost))*

#### **\*\*Funding Opportunities**

Victorian Government funding is available through the Victoria Training Guarantee which entitles eligible students to government subsidised training places if you meet certain requirements:

In 2012 you are eligible for a government subsidised training place if you:

Meet one of the following citizenship/residency status:

- Australian citizen
- Australian Permanent Resident (holder of a permanent visa)
- holder of a Special Category Visa (sub-class 444, New Zealand citizen)
- East Timorese asylum seeker, or
- holder of a Temporary Protection Visa.

And are any of the following:

- a young person under 20 years of age (as at 1 January 2012) and undertaking recognised training; or

- over 20 years of age (as at 1 January 2012) and undertaking recognised training in a Foundation skills course (preparation for work, literacy and numeracy courses); or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training as an Apprentice (not trainee); or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

Applications for enrolment should be made directly to P-E Handley-Walker. Contact the William Ray on 0412 439 334 or [training@p-handley-walker.net.au](mailto:training@p-handley-walker.net.au) requesting an Application form.

### **RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER:**

You may be able to shorten the length of your chosen course by measuring your skills acquired through work life experiences, or through qualifications obtained from formal studies or training. AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by P-E Handley-Walker. Fees are charged for RPL applications. Enquiries for RPL should be made directly to our RTO Manager at [training@p-handley-walker.net.au](mailto:training@p-handley-walker.net.au) requesting an RPL application kit for this qualification.

### **DIRECT CREDIT TRANSFER**

Candidates who have successfully completed an identical unit of competency(ies) from another Registered Training Organisation will be recognised as competent in that competency(ies) upon provision of original assessment results or certified copies. This Direct Credit Transfer is free of any charges to the Candidate.

***PLEASE NOTE:*** Course information is updated frequently. Please ensure that you have a current copy by contacting P-E Handley-Walker at [training@p-handley-walker.net.au](mailto:training@p-handley-walker.net.au) or calling (03) 9708 8809.