

# STUDENT INFORMATION GUIDE

## BSB51107 Diploma of Management



### Future Skills

Future Skills Limited is a registered training organisation with scope to deliver and assess against a range of qualifications, including the BSB51107 Diploma of Management qualification. Our national training provider number is 32052.

### About the On Line Diploma of Management Qualification

If you're at that stage in your career where you're about to step into a management role, yet you have no formal qualifications, this Diploma will help you develop the skills and knowledge to ensure you will be ready, and provide you with formal recognition of your organisational and leadership capacity.

And if you need to be flexible with your study hours and options then on line learning may be the program for you.

### What will I get from this course?

At the end of this course participants will be able to:

- ★ Manage budgets and financial plans
- ★ Manage workforce planning
- ★ Manage quality customer service
- ★ Ensure a safe workplace
- ★ Manage operational plans and projects
- ★ Understand and apply risk management
- ★ Manage personal work priorities and professional development

The on line program is supported by Innovation and Business Skills Australia e-learning system. Your qualification will be issued by Future Skills Limited as the registered training organisation.

### **How is the on line program structured?**

The on line program is made up of eight (8) individual units of study or competency. You can enrol in each unit of study one at a time and work your way progressively through to complete the entire qualification.

Once you complete a Future Skills on line enrolment application form and pay your course fees you will be issued with a user name and password to allow you to log into the e learning system.

There is an on line tutorial for first time users which will take you through how the Learning Management System works step by step. Once you have logged on and completed your tutorial you can start your first unit of study.

Each unit of study has a student work book which you can view on line and/or download a copy as an ongoing resource.

Once you have completed the activities within the work book there will be a number of assessment tasks and activities which you will need to complete and upload to the Learning Management System for your assessor to mark.

Participants will also have access to an assessor by email or telephone to discuss issues throughout the program.

### **How long will the program take?**

As an estimated guide, the nominal time to complete the entire course is 490 hours.

This is simply a guide to the time an average person will spend undertaking the learning and completing all assessments for the whole qualification. This will include the time it takes to complete your on line learning and study in your own time, plus all of your assessment tasks and activities.

### **Are there any prerequisites?**

There are no specific prerequisites to enrol in the program except that you have sufficient literacy and numeracy skills. For example, you will need literacy skills to access and use workplace information and to write a succinct and practical plan.

You will need technology skills to use software to produce and monitor the plan against performance indicators. And you will need numeracy skills to allocate and manage financial resources for example using a basic Excel spread sheet.

You will also need good time management skills in order to stay focused on your on line learning and study.

You must have access to a computer and internet connection.

## **Recognition of Prior Learning**

You can apply to have your prior learning and skills recognised against a unit of study prior to enrolment only. Contact us to discuss your options first

## **Units of Study**

A summary of the units of study are outlined below:

### **BSBMGT515A Manage operational plan**

Develop and monitor the implementation of an 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.

### **BSBPMG501A Manage projects**

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 learned for application to future projects.

### **BSBRSK501A Manage risk**

Manage risk in a range of contexts across the organisation or for a specific business unit or area consistent with AS/NZS 4360: 2004 Risk Management.

### **BSBHRM504A Manage workforce planning**

Plan workforce strategies to help achieve organisational goals and objectives. Align workforce objectives with business plans, analyse labour market trends and predictions, and design strategies and succession plans to ensure a competent and appropriately diverse workforce is available to meet anticipated changes.

### **BSBFIM501A Manage budgets and plans**

Undertake financial management within an organisational work team. 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.

### **BSBCUS501A Manage quality customer services**

Develop strategies to manage organisational systems that ensure products and services delivered are maintained to organisational standards.

**BSBWOR501A Manage personal work priorities and professional development**

Manage your own performance and professional development, with a particular emphasis on setting and meeting priorities, analysing information and using a range of strategies to develop further competence.

**BSBOHS509A Ensure a safe workplace**

Establish, maintain and evaluate occupational health and safety policies, procedures and programs in accordance with OHS legal requirements.