



BSB51107 Diploma of Management

So what exactly is a Diploma of Management?

Great question! The *Diploma of Management* is a very broad qualification and it looks to develop effective managers and team leaders who are responsible for coaching, facilitating and developing team cooperation within an organisation. This course will provide you with the skills and knowledge to manage a business, which is perfect if you are looking to improve your career prospects, or go on to further study at university. It is also useful for practising managers who are seeking to formalise existing knowledge or skills.

The *Diploma of Management* is a terrific course that is particularly useful for those with operational or technical backgrounds who are now managing others, or newly promoted staff with managerial responsibilities. The course covers topics such as: operational planning, financial planning, industrial relations, occupational health and safety, project management, risk assessment, budgets, staff management and developing innovation in the work place.

Sounds great. What jobs can I get if I have a Diploma of Management?

If you want a management position across a wide range of disciplines, this course is an excellent choice. Here are some possible jobs you might be interested in:

- Project manager
- Senior manager
- Department manager
- Operations manager.

What types of skills will I gain from a Diploma of Management?

This course provides you with the knowledge and skills to contribute effectively within a team environment.

- **Communication and team building:** Communicating with business contacts to promote the goals and objectives of the business obtaining feedback from colleagues and clients
- **Problem solving:** Accessing and assessing information for accuracy and relevance developing strategies for minimising risks. Identifying networking opportunities and developing operational strategies to ensure the viability of the business
- **Initiative and Enterprise:** Instigating new or different work practices to improve productivity or service delivery
- **Planning and self-management skills:** Allocating work to meet time and budget constraints. Developing plans and schedules. Prioritizing tasks.
- **Learning:** Participating in professional networks and associations to obtain and maintain personal knowledge and skills. Systematically identifying learning and development needs.
- **Business technology:** using business technology to access, organize and monitor information

Sounds exciting. How do I actually take the course?

The Diploma of Management is delivered in the workplace and class room face to face, with additional direct access to an allocated trainer via email and phone support.

EIM Training can provide you with a choice of delivery formats. Simply choose the one that suits you best:

1. As a Traineeship, attracting funding from the Commonwealth government incentive. Under an Existing Worker Traineeship, a staff member undertakes a vocational training qualification while they continue to work in an organisation, increasing productivity through the assessment of skills gaps and adequate training.
2. Through assessment only pathways for students with substantiated work histories & Experience in the industry by Recognition of Prior Learning (RPL), and Recognition of Current Competencies (RCC).

If you think you may be eligible for RPL or RCC, contact us to find out more about our admission process.

So what does the course cover exactly?

The course comprises of 8 units: 5 Group A units, plus 3 elective units which may be selected from Group A or B. All units are competency based and you are assessed as you progress through each part, so you know how you are

going at each step of the way. Once you finish the last unit successfully, you will attain a *Diploma of Management*. It's that easy!

Units you can enrol in include:

Group A Units(5 units to be selected)

BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBFIM501A	Manage Budgets and Financial Plans
BSBPMG510A	Manage projects
BSBWOR501A	Manage personal work priorities and professional development
BSBWOR502B	Ensure team effectiveness
BSBOHS509A	Ensure a safe workplace
BSBCUS501A	Manage quality customer service
BSBLED501A	Develop a workplace learning environment

Group B Units(3 units selected from group A and/or B)

BSBDIV501A	Manage diversity in the workplace
BSBSMB404A	Undertake business planning
BSBSUS501A	Develop workplace policy & procedures for sustainability
BSBHRM506A	Manage recruitment, selection and induction processes
BSBADM502B	Manage Meetings

What study pathway can I pursue once I've achieved a Diploma of Management?

Once you have a *Diploma of Management*, you can choose to progress on to an *Advanced Diploma of Management* (BSB60407). This qualification focuses on advanced management skills. You can also explore other

Advanced Diploma qualifications to supplement your Diploma of Management qualification, or you can go on to further study at university. Contact EIM Training if you are interested in any other courses.

I want to do it. How can I pay for the course?

Pay As You Go: Pay a small deposit and then have the rest deducted from your credit card or account each month over a 6 to 18 month period. In most cases, you will have your certificate before you have even paid for your course in full.

Get someone else to pay for it:

You may be eligible for a Government funded place, which means you may be able to obtain this qualification at no cost to you. (See below)*

*Funded schemes available include:

Government Funded Traineeships: Employers who enrol their staff in Government Funded Traineeships may also be eligible for Federal and/or State Government Funding for each trainee, for each course. This can be up to \$4000 for the employer, with extra payroll tax exemptions available for some trainees.

Our team will assist you in your application for appropriate funding.

To find out if you are eligible, contact your nearest campus:

Gold Coast Robina (07) 55 757575

Hervey Bay (07) 41 24 6422

Information correct at time of printing. Course content, prices, dates and times are subject to variation.