

BSB51107

Diploma of Management

Quality training in career and industry focused courses

What is a Manager?

Managers gather people to attain goals and objectives in an industry or organisational setting. Their practice requires them to have the ability to plan, organise, direct and monitor resources.

Managers may have existing qualifications and technical skills in any given vocation or profession, yet require skills or recognition in managerial competencies to plan, carry out and evaluate own work or the work of a team.

Career opportunities

The Diploma of Management is designed to engage those who 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.

Study Mode

Online

Entry requirements

Our part-time program is available to domestic, as well as interstate students and Australian citizens living overseas.

The ability to operate a computer, use a web browser and manage a self-paced learning environment is essential.

Additionally applicants must have completed the majority of units required for Certificate IV in Frontline Management or other relevant qualification/s; or vocational experience in management, but without formal qualifications.

Application procedure

Applicants who wish to study this course online should obtain an application form at:

<http://www.future.swinburne.edu.au/apply/tafe/#direct>

Alternatively contact the Business Online Administrator directly at tafebusinessonline@swin.edu.au to request the appropriate enrolment form.

Fees

TAFE tuition fees are set by the Victorian Government. For full details on TAFE fees, eligibility for Government subsidised places* and concessions visit:

<http://www.swinburne.edu.au/studentoperations/fees/tafe.html>

* Government subsidised places are dependent on you being a Victorian resident, your age as at 1 January, citizenship and prior qualification criteria.

Skills Recognition

Skills Recognition, Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training. To complete a self assessment visit:

<http://www.future.swinburne.edu.au/pathways/rpl/>

Credit Transfer

A Credit Transfer may be granted for relevant accredited or formal training at another training organisation. The units must be current, identical or equivalent to those in the course you enrol in.

Qualification Pathway

The qualification provides a guaranteed place in a Swinburne degree program with the equivalent of one year credit. Visit

<http://www.future.swinburne.edu.au/pathways/ges/Qualification>

Qualification

This qualification was developed in close consultation with industry and training providers to keep inline with changing standards.

The Diploma of Management requires the successful completion of **eight** selected elective units totalling between 400 and 520 hours.

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Unit Descriptors

BSBHRM502B Manage people performance (70)

Manage people performance covers work allocation and the methods to review performance, reward excellence and provide feedback where there is a need for improvement.

The unit makes the link between performance management and performance development, and reinforces both functions as a key requirement for effective managers.

BSBPMG510A Manage projects (60)

Manage projects focuses on the application of project management skills and the requirement to meet timelines, quality standards, budgetary limits and other requirements set for a project.

The unit does not apply to specialist project managers. For specialist project managers, the units of competency in the Certificate IV or Diploma of Project Management are more applicable.

BSBOHS509A Ensure a safe workplace (60)

Managers play an important role in ensuring the safety of the workplace and the wellbeing of their staff. This unit applies to managers working in a range of contexts. It takes a systems approach and ensures compliance with relevant legislative requirements.

BSBHRM516C Facilitate continuous improvement (60)

Managers are closely associated with the creation and delivery of products and services; they play an important part in influencing the ongoing development of the organisation.

At this level, work will normally be carried out using complex and diverse methods and procedures which require the exercise of considerable discretion and judgement, using a range of problem-solving and decision-making strategies.

BSBCUS501B Manage quality customer service (40)

Many managers are involved in ensuring that products and services are delivered and maintained to standards agreed by the organisation. These managers may have staff involved in delivering customer service and are responsible for the quality of their work within the organisation's policies and procedures framework.

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

BSBRSK501A Manage risk (60)

This unit has been designed to be consistent with AS/NZS ISO 31000:2009, Risk management - Principles and guidelines. It addresses the management of risk across an organisation or within a business area. It does not assume any given industry setting.

BSBHRM510A Manage mediation processes (60)

Mediation is a process in which the parties to a dispute, with the assistance of a neutral third party (the mediator), identify the disputed issues, develop options, consider alternatives and endeavour to reach an agreement; the mediator has no advisory or determinative role in regard to the content of the dispute or the outcome of its resolution, but may advise on or determine the process of mediation whereby resolution is attempted.

BSBINN601B Manage organisational change (60)

This unit looks at a structured approach to change management. Determine strategic change requirements and opportunities to develop, implement and evaluate change management strategies.

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2012 Online Program Selection

Qualification requirements are:

Eight selected elective units



| | Unit Code | Unit Name | Hrs | Available study sessions |
|----------|------------|-----------------------------------|-----|--------------------------|
| Elective | BSBOHS509A | Ensure a safe workplace | 60 | AC+, B4 |
| Elective | BSBHRM516C | Facilitate continuous improvement | 60 | AC+, B4 |

| | Unit Code | Unit Name | Hrs | Available study sessions |
|----------|------------|---------------------------------|-----|--------------------------|
| Elective | BSBCUS501B | Manage quality customer service | 40 | B1, ST |
| Elective | BSBRK501A | Manage risk | 60 | B1, ST |

| | Unit Code | Unit Name | Hrs | Available study sessions |
|----------|------------|------------------------------|-----|--------------------------|
| Elective | BSBHRM510A | Manage mediation processes | 60 | B2 |
| Elective | BSBINN601B | Manage organisational change | 60 | B2 |

| | Unit Code | Unit Name | Hrs | Available study sessions |
|----------|------------|---------------------------|-----|--------------------------|
| Elective | BSBMGT502B | Manage people performance | 70 | B3 |
| Elective | BSBPMG510A | Manage projects | 60 | B3 |

2012 Teaching Periods

| | Teaching Period | *Start Date | End Date | *No Wks | Break Inclusive | |
|-----|--------------------|-------------|----------|---------|-----------------|--------|
| AC+ | Accelerated | 07 Nov | 17 Feb | 15 | 23 Dec | 3 Jan |
| ST | 0 Summer Term | 03 Jan | 17 Feb | 8 | | |
| T1 | 1 Term 1 | 27 Feb | 06 Apr | 6 | | |
| B1 | Block 1 | 27 Feb | 13 May | 9 | 6 Apr | 13 Apr |
| S1 | 2 Semester 1 | 27 Feb | 13 Jul | 18 | 9 Apr | 22 Apr |
| T2 | 3 Term 2 | 23 Apr | 01 Jun | 6 | | |
| B2 | Block 2 | 14 May | 22 Jul | 9 | | |
| WT | 4 Winter Term | 18 Jun | 27 Jul | 6 | | |
| T3 | 5 Term 3 | 06 Aug | 14 Sep | 6 | | |
| B3 | Block 3 | 06 Aug | 14 Oct | 9 | | |
| S2 | 6 Semester 2 | 06 Aug | 14 Dec | 15 | 17 Sep | 23 Sep |
| T4 | 7 Term 4 | 24 Sep | 02 Nov | 6 | | |
| B4 | Block 4 | 15 Oct | 16 Dec | 9 | | |
| SP | 8 Spring Term | 05 Nov | 14 Dec | 6 | | |
| ST | 9 Summer Term 2013 | 7Jan | 25 Feb | 8 | - | - |

Census Dates: <http://www.swinburne.edu.au/studentoperations/fees/census-dates.html>

IMPORTANT NOTES

Enrolments close 10 days before the start of each period

Recommended study load 10 - 15 hours per week

For further information about this course contact the TAFE School of Business

Telephone (03) 9210 1993

Email tafebusinessonline@swin.edu.auWeb Site www.tafe.swinburne.edu.au/online