1. **Aims**
   The Diploma of Management (BSB51107) course is designed to provide students with training to manage the work of others or to add value to or review management practices. At this level managers provide leadership and guidance to others and take responsibility for the effective functioning and performance of the team and its work outcomes.

2. **Ministry/Employment Outcomes**
   Students completing this qualification could undertake varying managerial and/or supervisory roles. Job roles and titles vary across different industry sectors.

3. **Overview**
   The changing workplace has led to the development of a significantly different role for Managers and their teams. There is a move away from the traditional skills of the supervisor controlling, directing and maintaining discipline, to the team leader being responsible for coaching, facilitating and developing team cooperation within a strategic framework.

   This qualification provides the core leadership competencies required by contemporary managers. Blending theory with practice, this qualification focuses on workplace learning to ensure its relevance to your particular situation and business.

   This qualification is fully competency based and while knowledge and some aspects of competency are assessed within the realms of each unit, completion of activities demonstrating all areas of competency will need to be undertaken to graduate.

   The student will obtain practical experience by undertaking field work at their workplace or not-for-profit organisation. This practical experience is to be gained in an area that complements assessment activities and the immediate goals of the student.

4. **Duration**
   The Diploma course would usually be completed within one year on a part-time basis. The model of training includes one face to face session a month plus on-line and self paced study. It is designed for participants who are already involved in management in some way.

5. **Costs 2014**

   **Academic Fees**
   Fees for full-time students of the Diploma of Management are:

   Blended learning (face-to-face and on-line)  $6000

   *Note: The College reserves the right to alter fees prior to the start of each academic year.*

   **Government Assistance**
   VET Fee-help is available to eligible students for this course.
6. **Entry Requirements**

This qualification has no pre-requisites however a typical pathway into the qualification would be one of the following:

- after achieving the BSB40812 Certificate IV Frontline Management or other relevant qualification/s
- providing evidence of competency in the majority of units required for the BSB40812 Certificate IV in Frontline Management or other relevant qualification/s
- with vocational experience working in a management/team leader type role, but without formal qualifications

This qualification would appeal to a wide variety of clients. Examples are:

- Managers
- Coordinators
- Senior foreman
- Leading Hand
- Supervisors
- Team Leaders

General requirements for entry are:

- A completed student application form & payment of the application fee
- Satisfactory English language skills. If students do not have satisfactory English language skills Unity College Australia has English language courses available to enable the student to reach the required entry level.
- Students should have basic computing skills including the ability to use a word processing package at an elementary level and be able to access the internet.

7. **Training Process**

Unity College Australia uses a wide variety of training methods. Actual delivery modes and training and assessment materials are adapted as needed in order to meet the needs of a diverse range of students. This will be done in consultation with the trainer.

Unity College Australia adopts adult-learning principles, and all students are treated as adult learners. Participants in this program are therefore expected to take charge of their own learning process. It is expected that each selected participant will be committed to meeting the requirements of the relevant course and will attend relevant classes and activities and complete all work required for assessment.

It is expected that all program participants will have access to a computer. This is mandatory for successful course completion.

8. **Course Competencies**

Australia has a system of national standardisation of training for many industry areas. This system is implemented through the use of training packages (groups of courses) and individual units of competency within a course. This system enables students to get automatic recognition across all accredited government and private training organisations for relevant studies undertaken at any one of them.

In order to achieve the Diploma of Management the core units below need to be completed as well as a selection of the listed electives.
COURSE OUTLINE
Diploma of Management (BSB51107) ctd

<table>
<thead>
<tr>
<th>National Code</th>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core units</td>
<td></td>
</tr>
<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
</tr>
<tr>
<td>BSBMGT516C</td>
<td>Facilitate continuous improvement</td>
</tr>
<tr>
<td>BSOHSS509A</td>
<td>Ensure a safe workplace</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>Elective Units</td>
<td></td>
</tr>
<tr>
<td>BSBHRM405A</td>
<td>Support the recruitment, selection and induction of staff</td>
</tr>
<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBRSK501B</td>
<td>Manage risk</td>
</tr>
<tr>
<td>PSPGOV508A</td>
<td>Manage conflict</td>
</tr>
<tr>
<td>BSBMGT401A</td>
<td>Show leadership in the workplace</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake project work</td>
</tr>
</tbody>
</table>

Electives are selected based on the needs of the course cohort and competency of the instructor.

9. Course Structure
The Diploma of Management course requires the completion of a minimum of 8 units of competency including 5 core units and 3 elective units.

This qualification can be delivered in two different modes:
- On-line (self paced)
- Face to face delivery (6 full day or 10 part day sessions). This format is designed for learners already working in a management role.

10. Assessment overview
Assessment in each unit involves:
- attendance and participation
- practical fieldwork as applicable
- written assignments, exercises, tutorial/seminar presentations, tests as applicable
- journal/process diary completion as applicable

Competency-based assessment criteria apply to grading. The final Academic transcript will show the following results for each subject.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Competent</td>
</tr>
<tr>
<td>NYC</td>
<td>Not Yet Competent</td>
</tr>
</tbody>
</table>

Students who successfully complete the following requirements will be recommended for graduation:
- Satisfactory completion of all relevant academic requirements
- Payment of all outstanding fees owing to Unity College Australia
- Return of all college resources including library books
- Maintained a satisfactory level of conduct during his/her time at College
11. Pathways
After achieving the BSB51107 Diploma of Management, candidates may undertake the BSB60407 Advanced Diploma of Management, or a range of other Advanced Diploma qualifications.

12. Course Dates:

2014 Semester 1
   Monday 3 February - Friday 4 July

2014 Semester 2
   Monday 21 July - Friday 12 December

2015 Semester 1
   Monday 2 February - Friday 3 July

2015 Semester 2
   Monday 20 July - Friday 11 December

Contact the college for actual class dates.