

Diploma of Management BSB51107

Thousands of opportunities exist for people with professional management skills. You can climb your way up the corporate ladder in a large city firm or run a small local business!

This course provides you with the skills and knowledge to manage strategic and operational areas of an organisation. If you are aspiring to become a manager in a medium or large organisation, or if you are a practising manager and want to formalise your skills, then this is the course for you.

The BSB51107 Diploma of Management offered by Cengage Education will enable you to achieve what you have always wanted to in the world of management.

What you need to know about this course

Course number: D0016 (Print) PD0016 (Online)

Previous study required

No previous knowledge or experience is required to take this course.

Exam details

12 written assessments are included as part of this course.

Completion of your course

Upon successful completion of this course you will receive a nationally recognised qualification BSB51107 Diploma of Management. Cengage Education is a registered Training Organisation (Provider Number: 90796) registered with NSW VETAB (Vocational Education and Training Accreditation Board)..



Choose when you study

Estimated hours of study = 470

Months	12	24	36
Hours of study required per week	9	4.5	3

Other courses you may be interested in...

☞ Diploma of Accounting

Adecco Australia

Cengage Education is proud to announce its affiliation with one of the world's leading employment services Adecco Australia. Students wishing to seek full/part time employment in their chosen field, can now contact Adecco Australia on completion of their qualification.



Units of Competency*

BSBHRM402A: Recruit, select and induct staff

- ☞ Determine job descriptions
- ☞ Plan for selection
- ☞ Assess and select applicants
- ☞ Appoint and induct successful candidate

BSBMGT502B: Manage people performance

- ☞ Allocate work
- ☞ Assess performance
- ☞ Provide feedback
- ☞ Manage follow up

BSBWOR502A: Ensure team effectiveness

- ☞ Establish team performance plan
- ☞ Develop and facilitate team cohesion
- ☞ Facilitate teamwork
- ☞ Liaise with stakeholders

BSBLED501A: Develop a workplace learning environment

- ☞ Create learning opportunities
- ☞ Facilitate and promote learning
- ☞ Monitor and improve learning effectiveness

BSBOHS509A: Ensure a safe workplace

- ☞ Establish and maintain an OHS system
- ☞ Establish and maintain participative arrangements for the management of OHS
- ☞ Establish and maintain procedures for identifying hazards and assessing and controlling risks
- ☞ Establish and maintain a quality OHS management system

FNSACCT505B: Establish and maintain accounting information systems

- ☞ Identify record and system requirements
- ☞ Evaluate alternative systems
- ☞ Acceptance test system
- ☞ Prepare system documentation
- ☞ Implement reporting systems and records
- ☞ Monitor reporting systems
- ☞ Review reporting procedures

BSBFIM501A: Manage budgets and financial plans

- ☞ Plan financial management approaches
- ☞ Implement financial management approaches
- ☞ Make informed decisions
- ☞ Review and evaluate financial management processes

BSBPMG510A: Manage projects

- ☞ Define project
- ☞ Develop project plan
- ☞ Administer and monitor project
- ☞ Finalise project
- ☞ Review project

*For Full Course Competency details, please see www.nts.gov.au