

Diploma of Management

BSB51107

Course Brochure

We are pleased to announce that the Australian College of Professionals is conducting a training program that focuses on both the theoretical and practical aspects of being a leader and a manager. The BSB51107 Diploma of Management is the most current qualification for supervisors and managers.

Supervisors and managers may work in a wide range of industry contexts. At this level, managers provide leadership and guidance to others and take responsibility for the functioning and performance of the team and its work outcomes. They have a role in facilitating the continuous improvement of a business.

The Australian College of Professional provide a unique flexible delivery/RPL process which means you may be recognised for knowledge and skills that you have been using and putting into practice for years. Our Assessors will work with you to collect your evidence of competency and identify the training that is required, in order to meet all of the requirements to achieve this qualification.

Target Group:

The target group for BSB51107 Diploma of Management includes those who are looking to manage a business of any size or gain additional skills and knowledge for the current business they are managing. This course would benefit small business owners, supervisors, leading hands, team leaders and department managers. It is envisaged that course participants will have considerable experience in their own specific industry-based skills, and are looking for a management role to advance their career.

Course Competencies



BSBFIM501A	Manage budgets and financial plans
BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBOHS509A	Ensure a safe workplace
BSBRSK501A	Manage risk
BSBCUS501A	Manage quality customer service
BSBHRM402A	Recruit, select and induct staff
BSBSMB401A	Establish legal and risk management requirements of small business

Course Dates:

This course runs for 8 days, scheduled one day per week over eight (8) weeks.
Monday and Tuesday Evenings
Mon 24th October – Tues 13th December

Times: 9.00am to 5.00pm each day. Morning and afternoon tea is provided

Venue: North Sydney

TBA

Outcomes:

At the conclusion of the training, students will have knowledge and skills in the following areas:

- planning, implementing and monitoring financial management approaches to managing a business
- review and evaluation of financial management processes within a business
- development of an operational plan and then monitor and review operational performance within a business
- plan and manage resource acquisition
- lead a business in continuous improvement systems and processes
- monitor and adjust performance strategies and manage opportunities for further improvement
- ensure a safe workplace, through establishing and maintaining OHS procedures
- establish and manage risk controls
- monitor, adjust, review and manage quality customer service
- recruit, select and induct new staff
- establish legal and risk management requirements of a small business, including the interpretation of legal contracts

Enrolment Process:

Face to Face Courses

1. Complete our enrolment form. If you have any questions regarding the form, please contact us on 9659 4699 or 1300 88 48 10.
2. Return the form to our office at least 1 week prior to course date together with payment for the course.
3. Alternatively, you can enrol online at www.collegeaus.com and follow the link to Training Schedule & Enrolment

Distance Education Courses

1. Complete our enrolment form. If you have any questions regarding the form, please contact us on 9659 4699 or 1300 88 48 10.
2. Return the form to our office together with the payment for the course.
3. Once your enrolment and payment has been received we will send the Package to you in the mail.
4. Read the materials and complete the assessment(s).
5. Return the assessment to our office.
6. Your assessment will be marked and if successful your Certificate or Transcript will be dispatched within seven (7-10 business) days.

Expectations:

In order to meet the requirements of the course(s), you will need to complete all of the following:

- Attend all sessions of the course (face-to-face courses).
- Complete all competency assessments which will be undertaken throughout the course.
- Complete all take-home assessment tasks and return within thirty (30) days after course completion or by the due date specified in your Distance Education Package letter (30 – 60 days depending on course)
- If these assessments are not returned by the due date, you will be marked as “Not Yet Competent” and may be required to attend the course again or be assessed for Recognition of Prior Learning. Both of these will incur additional fees.
- If you require an extension to your due date, please contact the College to discuss your extension needs.

Special Needs:

If you have any special needs in relation to access, food and beverage or any other issue, please note this on your enrolment form and we will make every effort to meet your needs.

Course Fees:

Course	Duration (days)	Face-to-Face	Distance Education
Diploma of Management	8	\$4,000	\$2,800

Cost: The total costs cover (as applicable):

- All days of training and phone/email support
- The provision of all learning materials
- Morning and afternoon tea
- Conducting assessments for each participant
- Marking of competency assessments
- Issuing of academic transcripts

Payment

Face to Face Courses

Payment must be received no later than one week prior to the course date. Tax Invoices/Receipts will be mailed to the address specified on your enrolment form.

Distance Education Courses

Payment must be received prior to the issue of any course materials. Tax Invoices/Receipts will be emailed/mailed to the address specified.

Payment can be made by cheque, money order credit card. We accept MasterCard, Visa and American Express payments. AMEX payments incur a 3% surcharge.

Refund Policy – please note:

Face to Face Courses

- There are no refunds for cancellations less than 24 hours prior to commencement of the training.
- For cancellations less than fourteen (14) days prior to the training course, the College will transfer your enrolment to another date but no refund will apply.
- For cancellations more than fourteen (14) days prior to the training course, an administration fee of 20% of the course fee will apply.
- For course transfers less than 24 hours prior to the commencement of the training, an administration fee of 50% of the course fee will apply.

Distance Education Courses

- A full refund will apply for cancellations made prior to course materials being issued.
- No refunds apply after course materials have been issued.

Enquiries: Australian College of Professionals
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