



# Diploma of Management (BSB51107)

This nationally recognised management qualification is designed to develop practical skills to plan, carry out and evaluate your own work and the work of your team.

## ***Designed for***

Frontline managers, team leaders and people starting a management career with some experience who would like a formal management qualification, or would like to add to their trade/technical qualification.

## ***Learning outcomes***

The program will provide you with skills in managing your work priorities, planning, team management, leadership and performance management. Elective units will allow you to develop skills in areas of particular interest to you such as project management, budgeting or customer service.

## ***Program structure***

AIM has taken an innovative approach to this qualification by simplifying your study options – block intensive or flexible.

## ***Who should take the block intensive option?***

This choice is ideal for those wanting a cost effective and intensive learning option. Once you have completed the block intensive covering 5 units and your industry project you are more than half way to earning your diploma.

You can then choose when to complete the remaining 3 electives (plus 3 assessments) to suit your work commitments. Complete a total of 8 units within a maximum 2 year timeframe.

## ***Who should take the flexible option?***

This option will suit those looking for a flexible mode of study. Complete a total of 8 units over a 2 year time period.

## ***Planning your progress***

To assist you in planning your qualification progress, download a Qualification Planner at [aimvt.com.au/planner](http://aimvt.com.au/planner)



### OPTION 1: BLOCK – INTENSIVE

Participants have up to 2 years to complete a total of 8 units, consisting of 5 units plus 3 elective units.

PROGRAM	SEE PAGE	UNITS OF COMPETENCY	COMPETENCIES	DURATION	MEMBER	NON MEMBER
Essential Management Skills	p. 33	5	BSBMGT515A Manage operational plan BSBWOR501B Manage personal work priorities and professional development BSBWOR401A Establish effective workplace relationships BSBMGT502B Manage people performance BSBWOR502B Ensure team effectiveness	1 day a week for 5 weeks (5 sessions)	\$3000	\$3300

**PLUS, Choose 3 units** from the following:

PROGRAM	SEE PAGE	UNITS OF COMPETENCY	COMPETENCIES	DURATION	MEMBER	NON MEMBER
Continuous Improvement	p. 58	2	BSBMGT516A Facilitate continuous improvement BSBMGT406A Plan and monitor continuous improvement	1 day	\$600	\$660
Implement Change	p. 40	1	PSPGOV514A Facilitate change	1 day	\$600	\$660
Innovation @ Work	p. 61	1	BSBINN502A Build and sustain an innovative work environment	1 day	\$600	\$660
Manage Customer Service	p. 66	1	BSBCUS501A Manage quality customer service	1 day	\$600	\$660
Manage Projects	p. 51	1	BSBPMG510A Manage projects	1 day	\$600	\$660
Manage Team Budgets	p. 46	1	BSBFIM501A Manage budgets and financial plans	1 day	\$600	\$660
Marketing Essentials	p. 65	1	BSBMKG502B Establish and adjust the marketing mix	1 day	\$600	\$660
Develop a Business Network	p. 11	1	BSBCMM501A Develop and nurture relationships	Half day plus 4 Professional Development Forums	\$400	\$440
Risk Management	p. 58	1	BSBRSK501A Manage risk	1 day	\$600	\$660
Recruit, Select and Induct Staff	p. 64	1	BSBHRM402A Recruit, select and induct staff	1 day	\$600	\$660
Workplace Safety	p. 70	1	BSBOHS509A Ensure a safe workplace	1 day	\$600	\$660

## OPTION 2: FLEXIBLE

Complete 8 units; including at least 5 compulsory units plus 3 further units which can be other compulsory units or elective units.

Choose 5 compulsory units from the following:

COMPULSORY UNITS	SEE PAGE	UNITS OF COMPETENCY	COMPETENCIES	DURATION	MEMBER	NON MEMBER
Continuous Improvement	p. 58	2	BSBMGT516A Facilitate continuous improvement BSBMGT406A Plan and monitor continuous improvement	1 day	\$600	\$660
Manage People Performance	p. 43	1	BSBMGT502B Manage people performance	1 day	\$600	\$660
Manage Customer Service	p. 66	1	BSBCUS501A Manage quality customer service	1 day	\$600	\$660
Manage Projects	p. 51	1	BSBPMG510A Manage projects	1 day	\$600	\$660
Manage Team Budgets	p. 46	1	BSBFIM 501A Manage budgets and financial plans	1 day	\$600	\$660
Operational Plans	p. 59	1	BSBMGT515A Manage operational plan	1 day	\$600	\$660
Personal Work Priorities	p. 20	1	BSBWOR501B Manage personal work priorities and professional development	1 day	\$600	\$660
Risk Management	p. 58	1	BSBRSK501A Manage risk	1 day	\$600	\$660
Team Effectiveness	p. 34	1	BSBWOR502A Ensure team effectiveness	1 day	\$600	\$660

PLUS, Choose 3 elective units from the following:

ELECTIVES	SEE PAGE	UNITS OF COMPETENCY	COMPETENCIES	DURATION	MEMBER	NON MEMBER
Create Effective Workplace Relationships	p. 10	1	BSBWOR401A Establish effective workplace relationships	1 day	\$600	\$660
Marketing Essentials	p. 65	1	BSBMKG502B Establish and adjust the marketing mix	1 day	\$600	\$660
Implement Change	p. 40	1	PSPGOV514A Facilitate change	1 day	\$600	\$660
Innovation @ Work	p. 61	1	BSBINN502A Build and sustain an innovative work environment	1 day	\$600	\$660
Develop a Business Network	p. 11	1	BSBCMM501A Develop and nurture relationships	Half day plus 4 Professional Development Forums	\$400	\$440
Recruit, Select and Induct Staff	p. 64	1	BSBHRM402A Recruit, select and induct staff	1 day	\$600	\$660
Workplace Safety	p. 70	1	BSBOHS509A Ensure a safe workplace	1 day	\$600	\$660