



Diploma of Management On - Line

BSB51107 Diploma of Management

Course Overview

This qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches.

The Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

This development program is offered through our on-line e-learning platform. This means the participant can undertake learning activities at a time convenient to workplace

demands without having to leave the work site to attend workshops.

All that is required is access to a computer and the internet. IPS also has experience in consulting to determine blended delivery methods where applicable.

An initial induction into the program is provided at the time of enrolment when we assess and recognise existing skills the participant may possess. This enables them to receive advanced-standing in the program and allows us to focus on the skills they need to develop.

A coach is allocated to the participant and is available on-line or by phone Monday to Friday during working hours. Assessments are completed and submitted on-line to our qualified assessors who provide feedback in a timely manner.



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Total Number of Units Required for Qualification – 8

5 Core Units Required:

- Manage quality customer service
- Manage budgets and financial plans
- Develop a workplace learning environment
- Manage people performance
- Manage operational plan
- Facilitate continuous improvement
- Manage projects
- Manage personal work priorities and professional development
- Ensure team effectiveness
- Manage and information or knowledge management system
- Ensure a safe workplace
- Manage risk

In addition, 3 elective units chosen from the remaining core units, or the units listed below:

- Recruit, select and induct staff
- Develop workplace policy and procedures for sustainability
- Manage workforce planning
- Build and sustain an innovative work environment
- Manage performance management systems

(Units selected from other training packages must not duplicate units selected from or available within the Business Services Training package)

Registration and Enquiries

Time required to complete the qualification: 2 years full-time or up to 4 years part-time.

This qualification is nationally recognised and portable throughout Australia. Federal government incentives of up to \$4,000.00 per participant may apply subject to meeting eligibility criteria and completion of qualifications.

Contact IPS Institute to organise enrolment today on (07) 3841 8011 or email info@ipspeople.com