DIPLOMA OF MANAGEMENT (BSB51107)

“Transferrable Skills in a Competitive Market”

Course Outline

The BSB51107 Diploma of Management is designed to have you:

- Develop a broad integrated understanding of how organizations work.
- Learn how you manage the tension, compromises and interdependencies between operations, accounting, marketing, information, financial and ‘people’ issues.
- Develop the ability to lead performance and change.
- Analyze, reflect and make decisions.

The BSB51107 Diploma of Management is designed for those aspiring to middle management positions in large organizations and those who have a leadership role in small organization. Upon completion of the course, you will be able to:

- Take a senior management view on organizational objectives
- Understand management problems from a generic view point
- Make better decisions in the management of teams, projects and project requirements
- Implement work force planning and succession strategies
- Develop a sales plan
- Have acquired the abilities of inquisitive and independent learning
- Manage budgets and financial plans
- Establish and adjust the marketing mix
- Be better prepared for future higher studies at UB or else where

The program provides a standalone qualification, but may also be used as a stepping stone to further studies at a higher level.

Course Requirements

This BSB51107 Diploma is made up of 8 subjects. See list show below:

<table>
<thead>
<tr>
<th>Code</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBWH5501A</td>
<td>Ensure a safe workplace</td>
</tr>
<tr>
<td>BSBPMG522A</td>
<td>Undertake project Work</td>
</tr>
<tr>
<td>BSBUS5501A</td>
<td>Develop workplace policy for sustainability</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>BSBMKG510B</td>
<td>Plan E-Marketing Communications</td>
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</tbody>
</table>

NOTE: Fees and units may be subject to changes
Assessment and Fees
A range of assessment tasks will be undertaken which may include written reports, essays, assignments, case studies, tests, group projects, oral presentations and formal examinations. The course outline provides specific guidelines on assessments for this program.

Student Support
A range of student services will be available to enrolled students at AAPoly, including welfare and academic counselling and learning resource material. For further information contact the Academic Support Department at AAPoly.

Learning Facilities & Resources
AAPoly has a range of facilities and resources for students including computer labs, lounge areas, meeting rooms, access to city libraries as well as a library on level 9 at the Collins St campus.

Further Information
The commencement of any program is always subject to funding and class sizes. While the information provided in this publication is correct at the time of going to press, AAPoly reserves the right to alter any course, procedure or fee. Students are advised to check for any amendments prior to enrolment.

Application Method
Submit an application form to:
Academies Australasia Polytechnic
Level 7, 628 Bourke St,
Melbourne, VIC 3000, Australia.
Form may be downloaded at
www.aapoly.edu.au

Course Enquiries
Academies Australasia Polytechnic
Level 7, 628 Bourke St,
Melbourne, VIC 3000, Australia
Phone: +613 8610 4100
Fax: +613 8610 4199
Email: enquiries@polytechnic.academies.edu.au

Updated on 08 December 2014

Career Opportunities
Job roles and titles vary across different industry and public sectors. Sample job titles relevant to this qualification may include: Area Manager, Regional Manager and Department Manager.

Recognition of Prior Learning
RPL assesses your current skills and knowledge against the learning outcomes of a course or units, regardless of how and where the learning occurred. Competencies may have been attained through: study, work experience and general life experience activities. AAPoly is obliged to recognize the AQF qualifications and statements of attainment issued by other registered training organizations. For further details email enquiries@ami.vic.edu.au.

Entry Requirements
For International Students, the following are mandatory requirements:

- Be at least 18 years of age
- English level at IELTS 5.5 or above
- Have successfully completed Australian Year 12 or equivalent. If less, a demonstrated ability to succeed in the chosen course.

For Domestic Students, direct applications are accepted.

- Students without formal qualifications may submit a resume detailing working experience

Nationally Accredited Qualification in Australia

AAPoly Pathway

- Master degree
- Bachelor degree
- BSB60407 Advanced Diploma of Management
- BSB51107 Diploma of Management
- BSB40407 Certificate IV in Front Line Management

University Pathways

AAPoly – A FedUni Partner Provider Institution in Melbourne
FedUni CRICOS Provider Number 00103D

CRICOS Provider Number 00212K