BSB51107 Diploma of Management

Course outline

ANIBT Course Code: DM_BSB51107
CRICOS Code: 067673E
Delivery Mode: Varied: Face to Face Classroom; Workshop; Computer generated supervised learning
Location: Melbourne
Course Duration: 6 months full time or up to 12 months part time
Nominal Study Hours: 480 hours
Qualification Level: Diploma
Nationally Recognised: Yes

Course overview

A myriad of opportunities exist across all facets of business and government for people with professional managerial skills.

This nationally recognised qualification reflects the role of individuals who are engaged to manage the work of others or to add value to or review management practices. Their role may be in any industry or organisational setting.

Typically people in managerial roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of the specific work requirements with their managerial approaches.

The Diploma of Management offered by ANIBT will enable you achieve what you’ve always wanted to in the world of management. It will equip you with the skills and knowledge to manage strategic and operational areas of any organisation.

Whether you are aspiring to become a manager in a medium or large organisation, or perhaps you are a current practising manager looking to formalise your skills, this will be an ideal course to undertake.
Program outline

Subjects

The Diploma of Management qualification offered by ANIBT is made up of 8 units of competency. These consist of 8 elective units* as outlined below:

8 Elective units

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCUS501A</td>
<td>Manage quality customer service</td>
</tr>
<tr>
<td>BSBFIM501A</td>
<td>Manage budgets and financial plans</td>
</tr>
<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
</tr>
<tr>
<td>BSBHOHS501A</td>
<td>Ensure a safe workplace</td>
</tr>
<tr>
<td>BSBWOR502B</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBMGT516C</td>
<td>Facilitate Continuous Improvement</td>
</tr>
<tr>
<td>BSBWOR501B</td>
<td>Manage personal work priorities and professional development</td>
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</tbody>
</table>

* Please note that it is possible to select alternative elective units subject to specific employer requirements and with the agreement of ANIBT.

Assessment methods

A wide variety of assessments methods will be employed to assess student competence in each unit. These include but are not limited to:

- Demonstration and observation
- Review questions and answers
- Group assignments
- Individual projects / portfolios
- Case studies
- Role plays
- Class participation
- Presentations
Entry requirements

It is highly recommended that students are currently in a workplace or have access to a workplace for this course.

For Diploma level courses the recommended minimum level of education is Higher School Certificate or equivalent or relevant qualification (at Certificate III or above) or relevant vocational experience.

In addition, students may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at diploma level including:

- after achieving the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s;
- providing evidence of competency in the majority of units required for the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s;
- with vocational experience but without formal supervision or management qualification.

For international students

Please check with the Australian Department of Immigration and Citizenship regarding international students enrolling into any on-line only based qualifications.

The Australian government publishes rules for English language proficiency for international students applying for entry to vocational training. You should establish your country’s assessment level by reading the DIAC rules at www.immi.gov.au/students/. Be aware that the rules may be changed during 2014.

Generally, to demonstrate English language proficiency for doing a Certificate or Diploma course, an international student needs one of the following test scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>IELTS</th>
<th>CAE</th>
<th>PTE Ac</th>
<th>TOEFL iBT</th>
<th>TOEFL PBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>5.5</td>
<td>47</td>
<td>42</td>
<td>46</td>
<td>527</td>
</tr>
</tbody>
</table>

ANIBT also accepts completion of a recognised equivalent English preparation course from an accredited ELICOS provider. Admission may be approved if the language of instruction in the student’s home country is English or if English has been the language spoken in the student’s home.

Overseas students who do not provide a satisfactory score from an English test recognised by DIAC will be interviewed to ascertain their language, literacy and numeracy (LLN) skills and must have to do an LLN test at ANIBT.

If necessary, the student will need to complete an English language course at ANIBT before being admitted to a vocational training Certificate or Diploma course.

Note: ANIBT may establish student’s English language proficiency appropriateness’ level if:

- The student has completed 1-year study which is taught in English
- The student has successfully completed ELICOS course and the level is equivalent to IELTS 5.5
- The student passes ANCE English assessment test, under supervision by ANIBT or ANIBT representative agents (does not apply to offshore direct-application).
Course completion

Upon successful completion of this course, you will receive a nationally recognised qualification **BSB51107 Diploma of Management** issued by the Australian National Institute of Business and Technology Pty Ltd (ANIBT).

The Australian National Institute of Business and Technology Pty Ltd is a Registered Training Organisation (Provider number: 21368) registered with the Australian Skills Quality Authority (ASQA).

Course availability

ANIBT’s programs allow participants to undertake their studies in a variety of flexible ways including:

- Classroom*
- Computer generated supervised learning*
- Workshop
- Correspondence

ANIBT has regular intakes for its classroom based courses as follows:

<table>
<thead>
<tr>
<th>Month</th>
<th>Intake</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Term 1 intake</td>
</tr>
<tr>
<td>April</td>
<td>Term 2 intake</td>
</tr>
<tr>
<td>July</td>
<td>Term 3 intake</td>
</tr>
<tr>
<td>October</td>
<td>Term 4 intake</td>
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</tbody>
</table>

*delivery modes available for INTERNATIONAL STUDENTS

Please contact ANIBT to discuss your specific study and qualification requirements and how we can tailor a program to suit your specific requirements.

Future pathways

After successful completion of your Diploma, you will have many other study options available to you. These may include other Diploma level courses in addition, and up to, the Advanced Diploma of Management, the Advanced Diploma of Business and a range of other Advanced Diploma qualifications.

Recognition of Prior Learning (RPL)

Students may be able to shorten the length of their chosen course by taking into account previous training, employment experience or other life skills that directly relate to the competencies the Unit of competency is assessing.

Please contact ANIBT directly on 9620 3099 to discuss your previous experiences and we will be able to guide you through the RPL process.

Credit Transfer (CT)

Students may be able to shorten the length of their chosen course by taking into account previous studies. ANIBT recognises AQTF registered organisations for credit transfers.
BSB51107 Diploma of Management
Please contact ANIBT directly on 9620 3099 to discuss your previous studies and we will be able to guide you through the credit transfer process.

Special requirements

It is expected that all students will have access to their own personal computer and the internet. This is essential for regular research and also on-line based assessment work throughout the course.