Diploma of Management
TGA Course Code: BSB51107
CRICOS Course Code: 065627E

Descriptor
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. Their role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

The course will run for two (2) semesters (i.e. 4 terms) over 12 months.

Delivery
Unless otherwise stated the classes will be delivered in a mixture of lecturing and tutorial time.

Packaging Rules
8 Elective Units of Competencies

Group A
BSBPMG522A Undertake project work
BSBMGT515A Manage operational plan
BSBRSK501B Manage Risk
BSBMGT502B Manage People Performance
BSBFIM501A Manage budgets and financial plans

Group B
BSBHRM513A Manage Workforce Planning
BSBSUS501A Develop workplace policy and procedures for sustainability
BSBINN502A Build and sustain an innovative work environment

Course Schedule
(Each Term nominally 9 weeks)

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Term</th>
<th>Subject/Unit/Module</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>BSBPMG522A Undertake project work</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSBHRM513A Manage Workforce Planning</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>BSBMGT502B Manage People Performance</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSBFIM501A Manage budgets and financial plans</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
</tbody>
</table>
Semester 2

<table>
<thead>
<tr>
<th></th>
<th>Course Code</th>
<th>Course Name</th>
<th>Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>BSBSUS501A</td>
<td>Sustainability, learning and development</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
<tr>
<td></td>
<td>BSBINN502A</td>
<td>Build and sustain an innovative work environment</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
<tr>
<td>4</td>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
<tr>
<td></td>
<td>BSBRSK501B</td>
<td>Manage Risk</td>
<td>2 Reports (Mid-Term and Final)</td>
</tr>
</tbody>
</table>

Pathways from the qualification

After achieving this qualification candidates may undertake:

- BSB60407 Advanced Diploma of Management

Assessment strategy

Competency in each unit is assessed in relation to the learning outcomes ascribed to each unit according to the training packets provided by TGA (via training.gov.au). Learning outcomes are assessed by a range of 5 methods including -

- A review of portfolios of evidence, journals or training logs that students complete through course providing evidence of their understanding of learning outcomes
- Written examinations to test knowledge of concepts
- Analysis of case studies relevant to each unit topic area
- Group/Individual reports and projects based on unit topic
- Group/Individual in-class presentations of reports or project outcomes to further assess competency via verbal demonstration of an understanding of learning outcomes.