

Diploma of Management

BSB51107

The Diploma of Management is a nationally recognised qualification that focuses on the leadership and management skills required by a person who manages the work of others or adds value to management practices. This diploma will help managers to manage both their own performance and the performance of others in areas such as: establishing and managing quality customer service, managing effective workplace relations, planning and managing outcomes.

This course is “hands-on” and participants will be developing resources that are relevant to their jobs as they progress through the program.

Delivery and Assessment

Participants can undertake this qualification as part of a distance education program or face to face mode of delivery, these include:

- All Learning resources supplied - Our learning materials are based on current industry practice
- In the distance mode of delivery there are flexible start dates for the course – we’re ready when you are!
- Study at your own pace or in a structured face to face environment
- Email and phone support available at all times

Duration

This qualification would normally be completed over a 12 month period, however study is self-paced and highly-motivated participants may complete sooner.

Recognition of Prior Learning

Recognition of prior learning will be available. For further information please contact the Business Development Team on reception@lgti.com.au.

Fees payable to Local Government Training Institute

Please contact the Business Development Team for more details on the fees applicable for this course.

Local Government Training Institute

4 Sandringham Ave Thornton NSW 2322 AUSTRALIA

PO Box 3137, Thornton NSW 2322 AUSTRALIA

Telephone: +61 2 49 222 333 Facsimile: +61 2 4966 0655

Email: reception@lgti.com.au

www.lgti.com.au

Eligibility Criteria

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.

To ensure the required knowledge and ability to apply the skills in the workplace, applications to complete the qualification will be taken from people employed as one of the following:

- A manager with vocational competencies/ experience but no formal management qualifications
- An experienced coordinator who has the authority and personal capabilities to direct operations and contribute to organisational strategy
- A person who has undertaken the Certificate IV in Frontline Management (or have the equivalent competencies) and have been approved to undertake management training by their organisation

Units of Competency

To obtain this qualification, participants must successfully complete the following 8 units of competency:

| | |
|------------|-----------------------------------|
| BSBWOR502A | Ensure team effectiveness |
| BSBMGT502B | Manage people performance |
| BSBOHS509A | Ensure a safe workplace |
| BSBR501A | Manage risk |
| BSBPMG510A | Manage projects |
| BSBHRM402A | Recruit, select and induct staff |
| BSBCUS501A | Manage quality customer service |
| BSBMGT516A | Facilitate continuous improvement |

Notes on Electives:

- Local Government Training Institute reserves the right to make changes to the advertised program arising from consultation with stakeholders.
- Some variations to the standard units may be approved on a case by case basis.

How to obtain further details and apply for the course

For further details and an enrolment package, please contact our Business Development Team on 02 4922 2333 or email reception@lgti.com.au.

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