

Diploma of Management

BSB51107

FUNDED PLACES AVAILABLE FOR 2010 - LIMITED OFFER

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.

Course Delivery and Support

Participants can undertake this qualification as part of a distance education program or by attending Face to Face sessions.

Distance Education

- All Learning resources supplied - Our learning materials are based on current industry practice
- Flexible start dates for the course – we’re ready when you are!
- Study at your own pace
- Email and phone support available at all times

Face to face training (pending numbers)

The Local Government Training Institute has tailored this program to offer flexibility and on-going support. To achieve this, all participants will receive:

- An orientation training day:
- Face-to-face training sessions conducted at a central location
- Monthly on-line tutorials using web-based software
- An individual coaching session, conducted half way through the program
- Learner’s Toolkit - containing text books, self-assessment tools, appropriate assessment tasks and headset for people participating in on-line tutorials
- Ongoing email and phone support
- Formal assessment of evidence and project work undertaken throughout the program

Duration

It is expected that participants will be able to complete the learning and assessment requirements for this qualification within 12 months.

Recognition of Prior Learning

Recognition of prior learning will be available. Further information will be provided during the course orientation training day.



Local Government Training Institute

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Fees payable to Local Government Training Institute

This training is funded by the NSW Government in partnership with the Australian Government, under the Federal Government's Productivity Placement Program (PPP).

As a result and for a limited time, the Local Government Training Institute is able to offer this Diploma at the reduced fee of **\$1242** (GST Free) – a saving of over 65 per cent off the standard price.

Eligibility Criteria

1) 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

2) Participants will need to be able and willing to complete the program within 12 months.

Units of Competency

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

BSBCUS501A	Manage quality customer service
BSBHRM402A	Recruit, select and induct staff
BSBMGT502B	Manage people performance
BSBMGT516A	Facilitate continuous improvement
BSBOHS509A	Ensure a safe workplace
BSBPMG510A	Manage projects
BSBRSK501A	Manage risk
BSBWOR502A	Ensure team effectiveness

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:

Client Liaison and Support Officer

Ph: 4922 2342

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