

Diploma of Management (BSB51107)

Diploma of Management (BSB51107)	
UNITS OF COMPETENCY:	<p>Units (8 units are required to complete the Diploma of Management)</p> <p>BSBCUS501B– Manage Quality Customer Service</p> <p>BSBHRM402A – Recruit, Select and Induct Staff</p> <p>BSBHRM503A – Manage Performance Management Systems</p> <p>BSBMGT502B – Manage People Performance</p> <p>BSBOHS509A – Ensure a Safe Workplace</p> <p>BSBPMG510A – Manage Projects</p> <p>BSBWOR501B – Manage Personal Work Priorities and Professional Development</p> <p>BSBWOR502B – Ensure Team Effectiveness</p>
COURSE OVERVIEW:	<p>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 couple an informed perspective of the specific work requirements with their managerial approaches.</p> <p>The BSB51107 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.</p>
PRE-REQUISITES:	There are no entry requirements for this qualification.
ASSESSMENT:	All units within the course have assessment activities, with set due dates for completion.
HOW TO BOOK:	Contact Head Office on (02) 6247 2839 or email CTI at enquiries@cticanberra.com.au
REFUND POLICY:	Refer to CTI's client information book

The Essentials

DURATION

9 weeks, 1 day per week, 9am - 12pm

VENUE

Capital Training Institute
Cooyong Centre
1 Torrens St
Braddon ACT 2612

DATES

Please refer to Course Guide for more information

DELIVERY METHODS

- ➔ General Public Course
- ➔ Distance Delivery
- ➔ Recognition of Prior Learning

WHAT'S INCLUDED

- ➔ Refreshments
- ➔ Course Notes and Handouts
- ➔ Accredited certificate on successful completion

AWARD

Diploma of Management

ASSESSMENT

Please refer to Course Guide for more information

FEE

\$2,800 (plus GST)

RPL

Please refer to CTI's Client Information Book

PAYMENT METHODS

- ➔ Mastercard, VISA
- ➔ Cheque
- ➔ EFT (Electronic Funds Transfer)
- ➔ Cash