



Workplace
Training
Specialists

BSB51107 Diploma of Management

The Diploma of Management offered at RMT 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. This qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of others

Entry Requirements

There are no prerequisite requirements for individual units of competency. Pathways into the qualification may be gained :

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

Length of study

Total nominal hours:	420-540 hrs
Avg. Contact time:	10 hrs/month
Avg. Research time:	15 hrs/month
Full time duration:	12-15 months
Part-time duration:	15-18 months

Cost of Course

\$3200

Option 1

Pay now and receive a 10% discount

Option 2

Pay in 2 six monthly payments

Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au



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Course structure

Total number of units = 8, made up of 5 core units, 3 elective units

Core Units

Customer Service

BSBCUS501A Manage quality customer service

Financial Management

BSBFIM501A Manage budgets and financial plans

Information Management

BSBINM501A Manage an information or knowledge management system

Learning and Development

BSBLED501A Develop a workplace learning environment

Management

BSBMGT502B Manage people performance

BSBMGT515A Manage operational plan

BSBMGT516A Facilitate continuous improvement

Occupational Health and Safety

BSBOHS509A Ensure a safe workplace

Project Management

BSBPMG510A Manage projects

Risk Management

BSBRSK501A Manage risk

Workplace Effectiveness

BSBWOR501A Manage personal work priorities and professional development

BSBWOR502A Ensure team effectiveness

Elective Units

Compliance

BSBCOM503B Develop processes for the management of breaches in compliance requirements

Customer Service

BSBCUS501A Manage quality customer service

Financial Management

BSBFIM501A Manage budgets and financial plans

Franchising

BSBFRA502B Manage a franchise operation

Human Resource Management

BSBHRM402A Recruit, select and induct staff

BSBHRM503A Manage performance management systems

BSBHRM504A Manage workforce planning

Learning and Development

BSBLED501A Develop a workplace learning environment

Management

BSBMGT502B Manage people performance

BSBMGT516A Facilitate continuous improvement

Sustainability

BSBSUS501A Develop workplace policy and procedures for sustainability

Workplace Relations

BSBWRK509A Manage industrial relations

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Registration of Interest Diploma of Management

Name	_____
Address	_____
Phone	_____
Mobile	_____
Email	_____

Details of Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home

If yes, what type of internet access do you have

Other information:
