



Diploma of Management

(BSB51107)

Maxima's Diploma of Management is designed for individuals at a supervisory or management level that may not have any formal qualifications in management.

Typically people in these roles will have previous experience within their industry managing the work of others or are involved in the review of management practices. The qualification is suitable for any industry or organisational setting.

Concentrating on both technological and interpersonal skills, the Diploma of Management provides workers with the latest skills that will efficiently support the core business activities of any organisation. After completing the course, participants will be in a position to apply their skills in unpredictable situations and coordinate the work of others as required.

Job titles and roles vary across different industries. Possible job titles relevant to this qualification include:

- > Manager
- > Supervisor
- > Team Leader

Further study in this area may include an Advanced Diploma of Management. Refer to www.nacinfo.com.au for specific industry pathways.

Recruitment.
Employment.
Training.

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Packaging Rules

Diploma of Management requires a total of 8 units to be completed. This includes 5 elective units from Group A plus 3 other elective units. The 3 elective units must be selected from Group A or Group B units listed below, the BSB07 Business Services Training Package or any other currently endorsed national Training Package at this qualification level. Please note that 1 elective unit may be drawn from either a Certificate IV or Advanced Diploma qualification.

The units in our model program are:

BSBFIM501A	Manage budgets and financial plans
BSBLED501A	Develop a workplace learning environment
BSBMGT502B	Manage people performance
BSBMGT515A	Manage operational plan
BSBMGT516A	Facilitate continuous improvement
BSBPMG510A	Manage projects
BSBR5K501A	Manage risk
BSBHRM402A	Recruit, select and induct staff

If it is applicable, participants enrolling in this course are encouraged to apply for Recognition of Prior Learning or credit transfer.

Cost: \$4,200 for full certificate (No GST on full certificates)
Price may vary due to RPL process and delivery of program
Also available under a Contract of Training (conditions apply)