



# Diploma of Management

## Diploma of Management – BSB51107

### Care Training Australia Pty Ltd:

Care Training Australia courses offer individuals the opportunity to update their skills to perform at an optimum level and provide professional excellence. We deliver a variety of courses with a major focus on health, aged care and nursing, all growth industries with significant staffing shortages.

### Course Introduction:

This program is designed for Nurses interested in senior Aged Care Management. To provide a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate ones own work and/or the work of a team.

The program is adapted to your individual needs so that you can put what you have learned into practice straight away. Knowledge learnt in this course can be used to increase both the productivity and the morale of their workplaces.

### Qualification & Recognition:

Upon successful completion of the program, students will be awarded the nationally recognised qualification, Diploma of Management BSB51107. Care Training Australia's management course equips the student with the relevant skill sets in the following areas: Teamwork, Employability skills in communication, Problem Solving, Initiative and Enterprise, Planning and Organising, Self Management, Learning and Technology.

### Pre-Requisite:

- Students who have not successfully completed Year 12 with passes in both Maths and English or a Diploma or higher in Australia will be required to sit a literacy and numeracy test, which can be completed at CTA.
- Applicants must provide proof of Australian citizenship, permanent residency or an appropriate visa.

### Credit Transfer:

If students have already successfully completed units within the qualification, credit transfers may be granted within our program.

### Recognition of Prior Learning & Current Competencies:

Competencies gained through other formal study or experience may be acknowledged through a recognition process.

### Job Prospects:

Graduates from the course may apply for work in various management roles.

### Course Length & Delivery:

The program is delivered online or in the workplace.

The program is conducted online by a trainer for a period of 18 months. The program is conducted in the workplace by a trainer for a period of 12 months. Assessment is through a variety of projects and assignments. Support is provided by your trainer throughout the program.

## Course Units: Diploma of Management BSB51107

Total number of units = 8 required

Unit Code	Units of Competency	Hours
BSBCUS501A	Manage quality customer service	40
BSBFIM501A	Manage budgets and financial plans	70
BSBINM501A	Manage and information or knowledge management system	50
BSBLED501A	Develop a workplace learning environment.	60
BSBMGT502B	Manage people performance	70
BSBMGT515A	Manage operational plan	60
BSBMGT516A	Facilitate continuous improvement	60
BSBOHS509A	Ensure a safe workplace	60
BSBPMG510A	Manage projects	60
BSBRISK501A	Manage risk	60
BSBCOM503B	Develop processes for the management of breaches in compliance	30
BSBHRM503A	Manage performance management systems	60
BSBHRM504A	Manage workforce planning	60
<b>Total Hours</b>		<b>740</b>

### Application Process:

Registration forms can be downloaded from [www.ctaonline.com.au](http://www.ctaonline.com.au). The completed form can be submitted to CTA in person or via mail/fax with the required supporting documentation and payment to ensure your place in the course.

### Student Handbook:

It is important that prior to lodging your registration you read the CTA Student Information Handbook. The handbook can be viewed on [www.ctaonline.com.au](http://www.ctaonline.com.au).

### Access & Equity:

CTA is committed to providing an inclusive learning environment. Principles of access and equity for students are applied in all programs. People with disabilities may be able to apply.