

NEW SOUTH WALES TECHNICAL AND FURTHER EDUCATION COMMISSION

STUDENT ASSESSMENT GUIDE - COURSE

National Course Code: BSB51107

Course qualification and name

Diploma of Management

TAFE NSW Course Number: 17831 **Version:** 1

Course Outcomes:

This course aims to provide learners with the knowledge and skills to work in management roles across a range of industry settings, either managing the work of others or adding value to, or reviewing, management practices.

The course contains core management units as well as a choice of elective in the areas of:

- * customer service
 - * financial management
 - * human resource management
 - * management
 - * workplace relations
 - * franchising
- among others.

Course Grading: This qualification is GRADED.

When you finish this course you will receive a qualification which shows your level of achievement - PASS, CREDIT or DISTINCTION. The level of the qualification depends on your results in certain subjects. These subjects are marked * in the course structure.

What you must do to complete the course:

The course structure below shows what you must do to complete this course. The units/modules are arranged in groups and sometimes also in subgroups.

You must complete each group as specified as well as following the course completion instructions. If a course contains optional groups there will be a statement at the top of the course indicating how many you must do. At the top of any group containing optional subgroups there will be a statement saying how many you must do.

This course has been designed to reflect the packaging requirements of the Diploma of Management BSB51107 under the Business Services Training Package (BSB07).

The Business Services Training Package states the following rules for this qualification.

The Diploma of Management requires the completion of 8 units of competency made up:

- 5 core units PLUS

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- 3 elective units

The three elective units may be selected from the core or elective units listed in the Training Package for this qualification or any other endorsed national Training Package. If not in the elective list for this qualification, one unit can be selected from either a Certificate IV or Advanced Diploma qualification.

(source: www.ntis.gov.au)

To satisfy the Training Package requirements, the TAFE NSW course has been structured as follows:

Group 1 - Core Units

Choose at least 5 units from this group. You can choose all eight units from this group.

Group 2 - Elective Units

You can choose a maximum of three units from this group to bring the total for the course to eight units. Group 2 has been divided into 2 subgroups as follows:

Group 2/1 - you can choose a maximum of three units from this subgroup

Group 2/2 - you can only choose a maximum of one unit from this subgroup.

Group 998

The module 9765G is included to allow students who require additional tuition in order to satisfactorily complete the business units in this course, and to complete required tasks within acceptable timeframes. This module is OPTIONAL and is provided to students on a demonstrated needs basis only. Talk to your teacher if you think you need additional tuition.

NOTES FOR STUDENTS

1. LEARNER SUPPORT

If you require support to meet your learning goals you can co-enrol in the Learner Support course (TAFE Course Number 9999). Talk to your teacher if you think you may require learner support.

2. SELECTION OF ELECTIVES

Talk to your teacher and/or workplace trainer, to ensure that your combination of electives provides you with a suitable vocational outcome.

3. RECOGNITION

If you have completed other relevant training, you may be eligible to have units of competency from previous training counted towards completion for this course. If you think you may be eligible for recognition of units previously completed, talk to your teacher or workplace trainer.

Course Elective Completion :

At least 8 elective module/units must be completed. These may be chosen from groups 1, 2

Group 1 CORE UNITS

At least 5 and no more than 8 module/units must be completed

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* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBCUS501A		*Manage quality customer service	40
BSBFIM501A		*Manage budgets and financial plans	40
BSBINM501A		*Manage an information or knowledge manag	40
BSBLED501A		*Develop a workplace learning environment	50
BSBMGT502B		*Manage people performance	50
BSBMGT515A		*Manage operational plan	40
BSBMGT516A		*Facilitate continuous improvement	40
BSBOHS509A		*Ensure a safe workplace	50
BSBPMG510A		Manage projects	60
BSBRK501A		*Manage risk	40
BSBWOR501A		*Manage personal work priorities and prof	40
BSBWOR502A		*Ensure team effectiveness	40

Group 2 ELECTIVE UNITS

All subgroups must be completed

No more than 3 module/units may be completed

Subgroup 1

No more than 3 module/units may be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBADM502B		Manage meetings	25
BSBCOM503B		Develop processes for the management of	30
BSBFRA502B		*Manage a franchise operation	50
BSBHRM402A		Recruit, select and induct staff	50
BSBHRM503A		*Manage performance management systems	50
BSBHRM504A		*Manage workforce planning	50
BSBINN502A		Build and sustain an innovative work env	50
BSBMKG501B		Identify and evaluate marketing opportun	40
BSBMKG502B		Establish and adjust the marketing mix	40
BSBMKG514A		Implement and monitor marketing activiti	40
BSBSUS501A		Develop workplace policy and procedures	50
BSBWRK509A		*Manage industrial relations	60
FNSACCT502B		Prepare income tax returns	60
FNSACCT504B		Prepare financial reports for a reportin	55
FNSACCT505B		Establish and maintain accounting inform	30
TAACMQ505B		Lead a team to foster innovation	30

Subgroup 2 ELECTIVES AT AQF 4 OR 6

No more than 1 module/unit may be completed

* indicates that the module contributes to the grade of the award

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBFIA402A		Report on financial activity	50
BSBINN601A		*Manage organisational change	50

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NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBLED401A		Develop teams and individuals	40
BSBMGT401A		Show leadership in the workplace	40
BSBMGT605B		Provide leadership across the organisati	50
BSBMGT611A		Develop risk management strategy	40
BSBMKG402B		Analyse consumer behaviour for specific	50
BSBREL402A		Build client relationships and business	30
BSBRES401A		Analyse and present research information	40
BSBSMB403A		Market the small business	50
BSBSMB404A		Undertake small business planning	50

Group 998 TUTORIAL

Your teacher will tell you if you need to do any modules/units from this group

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
9765G		Business technical tutorial support	40

Group 999 ENRICHMENT

You may choose modules/units from this group but they do not count towards course completion

NSW Module/Unit Code	National Module Code	Module/Unit Name	Nominal Hours
BSBSUS201A		Participate in environmentally sustainab	20

Requirements to receive the qualification:

This course requires the completion of 8 units of competency with at least 5 from group 1 and up to 3 from group 2.

Recognition:

TAFE NSW recognises the skills and knowledge you have gained through previous studies, work and life experiences. We call this RECOGNITION.

If you are given recognition for a subject/module it means you do not need to do it. In some cases recognition may allow you to complete your course faster.

Recognition can take two forms:

* results transfer

marks or grades from TAFE NSW subjects/modules studied previously can be transferred to the current subjects/modules. Can be used to calculate the level of qualification

* exemption

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no marks or grades. Cannot be used to calculate the level of qualification

To get a graded qualification in this course you must have marks in at least 50% of the subjects/modules which are used to calculate the level of your qualification. These subjects/modules are marked with an *. If you have marks for less than 50% of these subjects/modules your qualification will be ungraded.

IF YOU HAVE BEEN GRANTED A LARGE NUMBER OF EXEMPTIONS YOUR LEVEL OF QUALIFICATION MAY BE AFFECTED.

If you want to claim recognition for any subject/module in your course you should obtain a copy of the Recognition Guide for that subject/module and discuss it with your teacher.

More about Assessment:

For information about assessment in TAFE NSW please see "Every Student's Guide to Assessment in TAFE NSW" which is available on the TAFE NSW website at:
http://www.tafensw.edu.au/courses/about/assessment_guide.htm.