



Tursa Employment & Training

Funded by the Australian Government through NSW DET under the
Productivity Places Program

BSB51107 Diploma of Management

Why undertake the Diploma of Management?

Obtaining the Diploma of Management will provide you with accreditation to work at a middle management level in Business in areas such as administration, frontline management, marketing, project management, human resources, small business management and sales. The skills gained by undertaking the Diploma of Management are transferable to other industries such as Retail, Hospitality, Transport and Logistics, Local Government and Community Services.

Why choose Tursa Employment & Training as my training provider?

Tursa Employment & Training has been registered with NSW VETAB as a Registered Training Organisation (RTO) since 1997 (*National code 90325*) and offers accredited courses and units within the Australian Qualification Framework. With high rates of Qualification completion, excellent facilities and services Tursa Employment & Training can provide you with the support you need to successfully complete your Qualification.



NSW Vocational
Education & Training
Accreditation Board

What does the Diploma of Management include?

The Diploma of Management 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 and requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

You will have the opportunity to meet other managers at fortnightly tutorials. During these tutorials we will facilitate the development of working groups, industry networks and mentoring arrangements to enhance your participation in the course.

Upon successful completion of the course, participants will receive a Qualification for BSB51107 Diploma of Management.



Course skill areas include;

Core

Client & Customer Service (CCS)
Management & Leadership (ML)
Human Resource Management (HRM)
Occupational Health & Safety (OHS)
Financial (F)

Electives

Project Management (PM) or
Learning & Development (LD)

How long will it take to complete the Diploma of Management?

The Diploma of Management will commence in November 2009 to be completed by December 2010.

How will I obtain the Diploma of Management?

The schedule for delivery of the Diploma of Management will be a flexible delivery model based on the skill level and training requirements of each individual, and will include the following options.

- 2 days of open classroom training per week.
- Fortnightly tutorials from 3pm with the option to run outside of business hours.
- Evidence of competence could include the following: textbook work, assessments, portfolios of work based evidence and interviews/observations.
- Email, phone and face to face support services to assist you complete your training.
- Where required, facilitated industry placement for those not in the workforce.

What are the pathways to the Diploma of Management?

Pathways into the Diploma of Management

Preferred pathways for the Diploma of Management include:

- completion of BSB40807 Certificate IV in Frontline Management or other relevant Diploma of Management/s. OR
- providing evidence of competency in the majority of units within BSB40807 Certificate IV in Frontline Management or other relevant Diploma of Management/s. OR
- current employment in job roles such as: Coordinator, Leading Hand, Supervisor, Team Leader

Can I apply for Recognition of Prior Learning?

Recognition of Prior Learning/Current Competency is a process that assesses a candidate's formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for partial or total completion of a qualification. In simple terms it is recognition that competency may be attained in a number of ways including, formal and informal training, work history or general life experience. Evidence may take a variety of forms including; certificates, references from past employers, testimonials from clients and work samples. If you believe you have current competency you may wish to make an application for Recognition with *Tursa Employment & Training*.

Further information.

How to apply

Go to www.tursa.com.au or email training@tursa.com.au for further information and enrolment application forms.

Fee information

Upon acceptance of enrolment, an invoice for \$1214 will be issued for administrative fees, flexible payment options are available.

Jobseekers and those in receipt of Centrelink benefits may be eligible for an exemption, refer to our enrolment application forms for details. Exempt enrollees are required to pay a \$50.00 concession fee.

For those in receipt of Centrelink payments, you may be eligible for:

- Austudy, this course has been Austudy approved.
- The Education Entry Payment of up to \$208.00 and/or the Education Entry Payment Supplement of \$950.00.
- The Pensioner Education Supplement of up to \$62.40 per fortnight for the duration of the course.

Please contact Centrelink for further information on the above payment information

Applications close by: C.O.B. Monday Thursday 19th November 2009

Course commencement date: Coffs Harbour Monday 30th November 2009,
Tweed Heads Tuesday 1st December 2009,
Lismore Wednesday 2nd December 2009.