The Diploma of Management addresses the core leadership competencies required of managers in today’s commercial environment. It is particularly appropriate for those with operational or technical backgrounds who are now tasked with the managing of others. It is also an excellent induction module for newly promoted staff and a valuable resource for the more experienced manager. Blending theory with practice, this qualification focuses on workplace learning to ensure situational relevance.

Who Should Attend
This qualification is designed for individuals with senior managerial responsibilities. They regularly oversee the work of others, or perform specialised roles that require applied strategic leadership.

Relevant roles vary by industry sector and include Coordinator, Leading Hand, Supervisor, and Team Leader (among many others).

Course Structure
The Diploma of Management is delivered by expert trainers in 6 x full day workshops scheduled across 9 months of this 12 month program. This approach allows students sufficient time between and after workshop completion to undertake assignments and out-of-class assessment. Workshops engage participants in active discussion, problem-solving exercises, networking opportunities, and presentations related to building the skills and experience necessary for leading and managing staff.

Participants have the option of undertaking this course online, using Upskilled’s customised Learning Management System, ‘MyUpskilled’. The online program is conducted over a 12 month period and employs an approach that blends distance and online education in the management and delivery of learning resources.

Prerequisites
There are no formal prerequisites for this qualification.

Preferred pathways for candidates considering the Diploma of Management include:
- Certificate IV in Frontline Management (BSB40812) or other relevant qualification
- Demonstrated competency in a majority of units required for the Cert IV in Frontline Management (or other)
- Vocational experience, but without a formal management qualification.

Recognition of Prior Learning (RPL)
RPL is available for each Unit of Competency based on relevant workplace experience, formal training, or other expertise. To apply for RPL, please submit documentation in portfolio form for evaluation by Upskilled assessors.

Inclusions
Upskilled courses include detailed learning materials, assessments, and certification upon successful completion. Lunch and refreshments are included for classroom workshops, while online trainer support is included for online delivery.
Course Outline

The Diploma of Management comprises 8 units of competency as identified in the National Business Services Training Package. All units must be successfully completed to attain the certificate.

Upskilled arranges units of competency around a series of learning clusters in order to consolidate and customise the overall learning experience. Participants target skills and knowledge across 6 clusters (4 core, 2 elective). Below is Upskilled’s standard course outline, however other elective streams are available upon request, in the areas of project management, sustainability, human resources, diversity, and risk management.

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>COMPULSORY UNITS</th>
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<tbody>
<tr>
<td>BSBWORS01B</td>
<td>Manage personal work priorities and professional development</td>
</tr>
<tr>
<td>BSBMGT515A</td>
<td>Manage operational plan</td>
</tr>
<tr>
<td>BSBWORS02B</td>
<td>Ensure team effectiveness</td>
</tr>
<tr>
<td>BSBMGT502B</td>
<td>Manage people performance</td>
</tr>
<tr>
<td>BSBLED501A</td>
<td>Develop a workplace learning environment</td>
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<tr>
<td>BSBADM502B</td>
<td>Manage meetings</td>
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<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>ELECTIVE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS401A</td>
<td>Implement and monitor WHS policies, procedures and programs to meet legislative requirements</td>
</tr>
<tr>
<td>BSBCUS501C</td>
<td>Manage quality customer service</td>
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</table>

For more information on other elective units available in this course, please contact one of our Education Managers.

Course Fees and Payment Options

The certificate has a course fee of $3,890, payable in one of two ways:
1. A single upfront payment of the course fees attract a 10% DISCOUNT, making the total fee $3,500
2. An upfront enrolment fee of $495, and 7 x $485 paid per month for seven consecutive months. The total course fee is therefore $3,890

Government Funding and Incentives

At both state and federal level, the government’s commitment to upskilling the Australian workforce has resulted in a comprehensive framework of funding schemes and incentive opportunities. As a result, many Upskilled participants find that their courses are often heavily subsidised*. As part of the Australian Apprenticeships Incentives Program, employers could receive up to $3,000 per $3,890 they outlay for every eligible* employee who enrols.

How to Apply

Whether you’re inquiring as an individual, or as a manager acting on behalf of one or more employees, the easiest way to apply is to contact Upskilled:
- Select from more than 30 nationally accredited certificate and diploma courses
- Complete an application form at www.upskilled.edu.au
- Submit the form and an Upskilled Education Manager will contact you

*Eligibility for traineeships & User Choice will be determined by an Australian Apprenticeship Centre. Further information can be found at www.australianapprenticeships.gov.au