



Mount Isa Institute of TAFE

# Fact Sheet

## BSB51107 – Diploma of Management (RPL Only)

### What career options do I have?

This qualification allows you to manage the work of others or to add value to or review management practices. Your role may be in any industry or organisational setting. Typically people in these roles will have considerable experience in their respective industries or vocational areas and couple an informed perspective of the specific work requirements with their managerial approaches

### What will I learn?

As this is Recognised Prior Learning (RPL), you will have the skills already. RPL allows you to review those skills, and if necessary, fill in any gaps that you may have.

### What qualification will I receive?

A Diploma of Management.

### Where will the RPL process take place?

This can be done at Mount Isa TAFE, in your workplace or over email, telephone or video conference.

### How long will the RPL take?

The duration of study will depend on your current level of experience and access to the proof you may require. In general, a full qualification would take between 4-7 hours.

### How will the RPL take place?

Time will be arranged through our RPL coordinator to speak with a teacher. They will ask a series of questions and ask you to provide written evidence and/or do a skills test. Third party reports may also be required.

### Is there anything I need to bring?

Your current resume and job role are a great place to start, as well as any previous formal training you have completed.

### Am I eligible?

Prior to enrolment consider contacting the RPL Co-ordinator to discuss your personal preferences for training outcomes. Your call will assist in matching your preferences to entry and exit points in a qualification. Consideration will be given to your academic and/or work histories.

### Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

### Can I go onto further training?

The Diploma can work towards an Advanced Diploma in Management.

### What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

As a student, you are able to receive extra help with your study and learning skills from learning support staff. If you feel you need this type of support at any time during your study please do not hesitate to ask, and arrangements can be made.

### Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

### What is the program structure?

To gain this qualification, eight (8 units of competency are to be achieved. There are five (5) core units, and three (3) elective units.

#### Core units

BSBWOR501A	Manage Personal Work Priorities & Professional Development
BSBWOR502A	Ensure Team Effectiveness
BSBPMG510A	Manage Projects
BSBMGT515A	Manage Operational Plan
BSBMGT516A	Facilitate Continuous Improvement
BSBMGT502B	Manage People Performance
BSBCUS501A	Manage Quality Customer Service
BSBLED501A	Develop a Workplace Learning Environment

#### Elective Units (only 3 required)

BSBSUS501A	Develop Workplace Policy and Procedures for Sustainability
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