Quality Training Solutions
Registered Training Organisation

Diploma of Management
BSB51107
Quality Training Solutions

Quality Training Solutions (QTS) is a Registered Training Organisation (RTO), delivering nationally recognised courses. All courses and services are designed with flexible learning in mind and are tailored to meet the developmental needs of employers and individual students.

The quality of an education and training provider can be measured by the standard of its curriculum, the excellence of its academic staff, the strength of its industry partners and ultimately the success of its graduates. QTS’s education technology platform enables students to fit study within their busy schedules by allowing them to study when and where they like. This flexible learning technology also facilitates direct access to academic teaching staff and support services.

Our **Vision** is to be recognised as one of the leading business education and training providers in Australia and the Asia Pacific region.

Our **Mission** is to deliver quality education and training programs that gives our students the chance to create a positive future for themselves in the form of employment, career advancement and pathways to further education and self-development.

**Why Study with QTS?**

- Participants have the freedom to study where they like and when they like, progressing at their own pace
- Our courses enable participants to apply their learning to their workplace and/or life experience
- Our courses are nationally recognised
- Participants can combine self-paced learning with trainer support. Our trainers are experienced industry professionals who will support students in their progress through their course
- Our courses are competency based
- Our courses are inclusive of training materials
- Participants can continue working while studying
- Our courses lead to a nationally recognised qualification, which is accepted by training providers and employers across Australia
- Our courses can be completed within 6 - 12 months, less if you commit the time
Diploma of Management

BSB51107

Overview

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. Typically people in these roles will have considerable experience in their respective industries or vocational areas and combine an informed perspective of specific work requirements with their managerial approaches. The qualification requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work or the work of a team.

The Diploma of Management focuses on the development of strategic planning and management knowledge and skills required by managers. Participants can select units from areas including finance, customer service, information management, learning and development, WHS, project management, risk management, compliance, diversity, franchising, human resources, innovation, intellectual property, sustainability and workplace relations.

Online or Distance learning allows students the flexibility of completing their course at their own pace, at times to suit work and other life commitments. Avoiding commutes, classrooms and rigid timetables are just a few good reasons to undertake distance learning. Students can "attend" a course at anytime, from anywhere.
Qualification Details:

Cost: Please contact the friendly staff at QTS for more information about qualification cost. Please note, payment plans are available.

Phone: 1300 946 309 or 07 5593 8333
Email: admin@qts.edu.au

Potential Career Outcomes:

- Coordinator
- Leading hand
- Supervisor
- Team leader

Delivery Mode:

- Online
- Distance (workbooks and assessments sent via post)
- Recognition of Prior Learning

Course Duration: 18 months max

Student Support: Both phone and email support is provided throughout enrolment

Nationally Recognised: Yes

Pathways: Previous completion of the Certificate IV in Frontline Management or similar, or experience in a supervisor or management role without the formal qualification.

Entry Requirements: Minimum age for entry into this qualification is 16 years. If under 18 years enrolment form must be signed by a parent or guardian.

Resource Requirements: Students must have access to a computer. Students will also need access to the following

- Internet
- Printer
- Scanner
- Macromedia Flash Player
- Adobe Acrobat Reader

Nationally Recognised Training
Unit Descriptions:

This qualification requires 8 units, consisting of 5 Group A units, plus 3 Group B units.

**GROUP A**

**BSBCUS501C Manage quality customer service**
- Plan to meet internal and external customer requirements
- Ensure delivery of quality products and services
- Monitor, adjust and review customer service

**BSBFIM501A Manage budgets and financial plans**
- Plan financial management approaches
- Implement financial management approaches
- Monitor and control finances
- Review and evaluate financial management processes

**BSBMGT502B Manage people performance**
- Allocate work
- Assess performance
- Provide feedback
- Manage follow up

**BSBMGT515A Manage operational plan**
- Develop an operational plan
- Plan and manage resource acquisition
- Monitor and review operational performance

**BSBMGT516C Facilitate continuous improvement**
- Lead continuous improvement systems and processes
- Monitor and adjust performance strategies
- Manage opportunities for further improvement

**BSBWH501A Ensure a safe workplace**
- Establish and maintain a WHS management system
- Establish and maintain effective and compliant participation arrangements for managing WHS
- Establish and maintain procedures for effectively identifying hazards, and assessing and controlling risks
- Evaluate and maintain a WHS management system

**BSBPMMG522A Undertake project work**
- Define project
- Develop project plan
- Administer and monitor project
- Finalise project
- Review project

**BSBWOR501B Manage personal work priorities and professional development**
- Establish personal work goals
- Set and meet own work priorities
- Develop and maintain professional competence

**BSBR501B Manage risk**
- Establish risk context
- Identify risks
- Analyse risks
- Select and implement treatments
GROUP B

BSBHRM405A Support the recruitment, selection and induction of staff
- Plan for recruitment
- Plan for selection
- Support selection process
- Induct successful candidate

BSBHRM513A Manage workforce planning
- Research workforce requirements
- Develop workforce objectives and strategies
- Implement initiatives to support workforce planning objectives
- Monitor and evaluate workforce trends
Enrol Today!

Enrolling into the Diploma of Management through QTS is a quick and easy process.

To enrol, simply go to the QTS website at www.qts.edu.au and click ‘Enrol Now.’

Here you will be able to access the QTS participant handbook and enrolment form. Please complete the enrolment form and either email it to admin@qts.edu.au or post it to the following address

Quality Training Solutions  
PO BOX 92  
Miami  
QLD 4220

If you require any additional information or assistance then please don’t hesitate to contact our friendly staff on 1300 946 309 or email admin@qts.edu.au

Other Qualifications Available Through QTS Include:

Certificate III in Business  
Certificate III in Business Administration  
Certificate IV in Business  
Certificate IV in Business Administration  
Certificate IV in Small Business Management  
Certificate IV in Frontline Management  
Certificate IV in Human Resources  
Certificate IV in Bookkeeping  
Diploma of Business