

**Selection of competency units for training plan
BSB51107 Diploma of Management**

Name:	To be awarded a <i>Diploma of Management</i> , competency must be achieved in a total of eight (8) units of competency consisting of:
Return to: Alan Bartlett Consulting	Core units - five (5) core units selected from the list provided
Unit 10/121 Kerry Road Archerfield 4108	Elective units - three (3) elective units
Fax: 07 3277 5287	<ul style="list-style-type: none"> • may be selected from the BSB51107 elective units • or may be selected from the BSB07 Business Services Training Package or other currently endorsed Training Package
Email:@abconsulting.edu.au	<ul style="list-style-type: none"> • one (1) unit may be selected from either a Certificate IV or Advanced Diploma qualification

Core units - five (5) core units selected from the following		
Customer Service		
BSBCUS501A	Manage quality customer service	
Financial Management		
BSBFIM501A	Manage budgets and financial plans	
Information Management		
BSBINM501A	Manage an information or knowledge management system	
Learning and Development		
BSBLED501A	Develop a workplace learning environment	
Management		
BSBMGT502B	Manage people performance	
BSBMGT515A	Manage operational plan	
BSBMGT516A	Facilitate continuous improvement	
Occupational Health and Safety		
BSBOHS509A	Ensure a safe workplace	
Project Management		
BSBPMG510A	Manage projects	
Risk Management		
BSBRSK501A	Manage risk	
Workplace Effectiveness		
BSBWOR501A	Manage personal work priorities and professional development	
BSBWOR502A	Ensure team effectiveness	

Elective units - three (3) elective units selected from the following		
Compliance		
BSBCOM503B	Develop processes for the management of breaches in compliance requirements	
Customer Service		
BSBCUS501A	Manage quality customer service	
Financial Management		
BSBFIM501A	Manage budgets and financial plans	
Franchising		
BSBFRA502B	Manage a franchise operation	
Human Resource Management		
BSBHRM402A	Recruit, select and induct staff	
BSBHRM503A	Manage performance management systems	
BSBHRM504A	Manage workforce planning	
Learning and Development		
BSBLED501A	Develop a workplace learning environment	
Management		
BSBMGT502B	Manage people performance	
BSBMGT516A	Facilitate continuous improvement	
Sustainability		
BSBSUS501A	Develop workplace policy and procedures for sustainability	
Workplace Relations		
BSBWRK509A	Manage industrial relations	
Or maximum of three (3) units from the BSB07 Business Services Training Package or other currently endorsed Training Package		
Maximum of one (1) unit selected from either a Certificate IV or Advanced Diploma qualification		