

NEXT

Training Pty Ltd

ABN 42 058 499 871 ACN 058 499 871



REGISTERED TRAINING ORGANISATION

Introduces the

DIPLOMA OF MANAGEMENT

BSB51107



New management qualifications



The Diploma of Management BSB51107

The Diploma of Management is the new BSB07 Business Skills Package that replaces the Diploma of Business (Frontline Management). This follows the major review during 2007 by the Innovation & Business Skills Australia Advisory Board (IBSA) when the decision was made to replace the *BSB51001 with the BSB51107 Diploma of Management*.

Who will benefit from this program?

People who may be currently working in supervisory/ team management / coordinator roles in technical, functional work areas, who may not have a high level of formal education, and require management skills to effectively establish, implement, and maintain strategies to manage their people and strengthen their operational scope within a strategic business environment.

The primary difference between the Diploma of Management and other traditional management development programs is that it is based on **workplace action learning**. Action learning results in a higher return on your training investment because of the value of the workplace assignments undertaken.

The competency fields in BSB51107 Diploma of Management are:

• Customer Service	• Financial Management
• Information Management	• Learning and Development
• Management	• Occupational Health and Safety
• Project Management	• Risk Management
• Workplace Effectiveness	• Compliance
• Franchising	• Human Resource Management
• Sustainability	• Workplace Relations

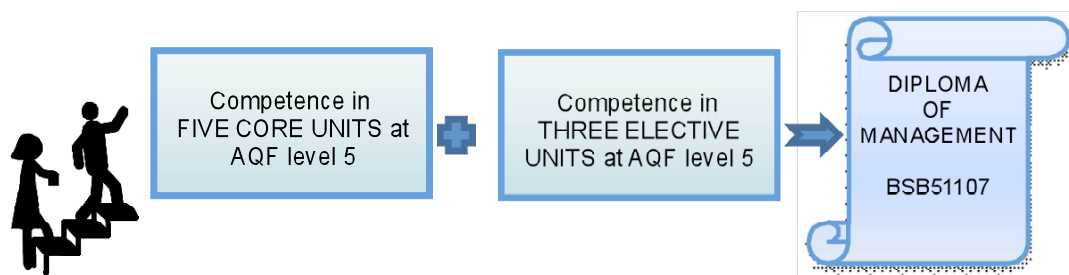
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Diploma of Management BSB51107

To achieve your Diploma of Management, you will need to successfully demonstrate competence in eight (8) units in total.

FIVE (5) CORE UNITS plus THREE (3) ELECTIVE UNITS. The three elective units may be selected from the core or the elective units listed below. If not listed below, one (1) unit may be selected from either a Certificate IV or Advanced Diploma qualification.



(CHOOSE EIGHT (8) MODULES FROM THE CORE AND/OR ELECTIVE UNITS.)

Core Units	Field	Unit Title	NEXT's Module Title
BSBCUS501A	Customer Service	Manage quality customer service	Manage Quality Customer Service – Code NXT.DOM.04
BSBFIM501A	Financial Management	Manage budgets and financial plans	Managing Budgets and Financial Plans within the Work Team
BSBINM501A	Information Management	Manage an information system	Manage Workplace Information System
BSBLED501A	Learning and Development	Develop a workplace learning environment	Workplace Learning
BSBMGT502B	Management	Manage people performance	Bringing Out The Best In People
BSBMGT515A	Management	Manage operational plan	Operational Plans
BSBMGT516A	Management	Facilitate Continuous Improvement	Quality at Work
BSBOHS509A	Occupational Health and Safety	Ensure a safe workplace	Making Safety Work
BSBPMG501A	Project Management	Manage projects	Manage Projects
BSBRSK501A	Risk Management	Manage risks	Manage Risks
BSBWOR501A	Workplace Effectiveness	Manage personal work priorities and professional development	Successful Self Management
BSBWOR502A	Workplace Effectiveness	Ensure team effectiveness	Leadership and Team Effectiveness

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Elective Units	Field	Unit Title	NEXT's Module Title
BSBCOM503B	Compliance	Develop processes for the management of breaches in compliance requirements	Managing Compliance
BSBHRM402A	Human Resource Management	Recruit, select and induct staff	Recruit, Select and Induct People Effectively
BSBHRM503A	Human Resource Management	Manage performance management systems	Performance Management
BSBHRM504A	Human Resource Management	Manage Workforce Planning	Ensure a Competent and Diverse Workforce
BSBCUS501A	Customer Service	Manage quality customer service	Managing Quality Customer Service
BSBFIM501A	Financial Management	Manage budgets and financial plans	Managing Budgets and Financial Plans within the Work Team
BSBLED501A	Learning and Development	Develop a workplace learning environment	Workplace Learning
BSBMGT502A	Management	Manage people performance	Bringing Out The Best in People
BSBMGT516A	Management	Facilitate continuous improvement	Quality at Work
BSBSUS501A	Sustainability	Develop workplace policy and procedures for sustainability	Maintaining a Sustainable Workplace
BSBWRK509A	Workplace Relations	Manage industrial relations	Managing Workplace Industrial Relations Matters.



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DIPLOMA OF MANAGEMENT

NEXT Training's updated scheduled program (as of May 2010)

PROGRAM MODULES	2010											
	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
1. SUCCESSFUL SELF MANAGEMENT					27-28							
2. ENSURE TEAM EFFECTIVENESS						24-25						
3. MANAGE OPERATIONAL PLAN							15-16					
4. MANAGE PEOPLE PERFORMANCE								12-13				
5. MANAGE QUALITY CUSTOMER SERVICE									09-10			
6. BUILDING QUALITY INTO THE WORKPLACE										07-08		
7. MAKING SAFETY WORK											04-05	
8. MANAGING WORKPLACE INFORMATION SYSTEMS												08-09

Please note that these dates are subject to change.

Our scheduled program consists of Units 1-8 as above, however, you are welcome to substitute any of these with your choice of the optional units listed on the next page if they are more relevant to your needs.

Please note:

These are 'stand-alone' modules, so you can commence your program on any module. Delivery is on a 'rolling' basis, so you can choose to attend on days that suit your situations.

Call NEXT for dates not included in the scheduled program above.

We would be happy to map your personalised (or group) learning plan/pathway to suit, if required.

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BSB51107 Diploma of Management Employability Skills Summary

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry requirements for this qualification include:
Communication	<ul style="list-style-type: none"> Communicating with business contacts to promote the goals and objectives of the business. Obtaining feedback from colleagues and clients.
Teamwork	<ul style="list-style-type: none"> Leading, planning and supervising the performance of team members to develop team cohesion and to foster innovative work practices.
Problem solving	<ul style="list-style-type: none"> Accessing and assessing information for accuracy and relevance. Developing strategies for minimising risks.
Initiative and enterprise	<ul style="list-style-type: none"> Identifying networking opportunities and developing operational strategies to ensure the viability of the business. Instigating new or different work practices to improve productivity or service delivery.
Planning and organising	<ul style="list-style-type: none"> Allocating work to meet time and budget constraints. Developing plans and schedules.
Self-management	<ul style="list-style-type: none"> Prioritising tasks.
Learning	<ul style="list-style-type: none"> Participating in professional networks and associations to obtain and maintain personal knowledge and skills. Systematically identifying learning and development needs.
Technology	<ul style="list-style-type: none"> Using business technology to access, organise and monitor information.

Pathways into the Qualification

Preferred pathways for candidates considering this qualification include:

- After achieving the BSB40807 Certificate IV in Frontline Management or other relevant qualification/s, or
- Providing evidence of competency in the majority of units required for the BSB40807 Certificate IV in Frontline Management, or other relevant qualification/s, or
- With vocational experience, but without formal supervision or management qualification.

Pathways from the Qualification

After achieving the BSB51107 Diploma of Management, candidates may undertake the BSB60407 Advanced Diploma of Management, or a range of other Advanced Diploma qualifications.

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The Strategy

Basically there are four steps involved:

Step 1 If you wish, you can contact NEXT to discuss your learning pathway.

This can either be discussed with an appropriate staff member within your organisation, or with one of our team members at NEXT, in order to identify your individual career/vocational goals and/or your learning pathway for this program.

As soon as you commence the program NEXT will provide you with an **Individual Development Plan** and you will be invited to outline competencies you will need to develop. ***(This has proven an invaluable support resource for our candidates throughout the entire program.)***

You will then be invited to complete the self-assessment part of your Development Plan so that you can identify specific learning and development needs. You will also receive and maintain a **Journal of Assessment Results** that will contribute to your evidence of competence.

Step 2 We also offer Recognition of Prior Learning (Recognition of Current Competence)

If you believe you already hold current competencies in any area, based on previous qualifications, work or life experience, RPL or RCC is available.

You will need to provide NEXT with evidence of performance to prove each of these competencies.

Evidence can come in many forms, including products and/or processes, observation of workplace performance, and statements of verification from colleagues.

Step 3 You then attend the training

NEXT will provide support prior to, during, and after face-to-face training sessions, organising 'set meetings' and other tutorial advice sessions. However we do suggest that you have a workplace coordinator / mentor to assist in your progress.

Each frontline management competency area relates to a NEXT training course. Participants are provided with our innovative Learning Guides to work through during the program, as well as an assessment project to complete in the workplace, and report on, for summative assessment.

Step 4 You complete your assessment

Assessment against each of the unit's criteria will be conducted at agreed times. Assessment methods will include a workplace project, participation and contributions made during the learning experience, and observation or verification of practical, competent performance in the workplace.

NEXT provides support to participants during and after assessment. Once achievement of competency has been noted, a Statement of Attainment will be issued for the relevant unit. NEXT will meet with each participant to review their competencies at relevant times. When the

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appropriate number of core and elective units have been achieved, a qualification will be issued.

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Your investment

BSB51107 DIPLOMA OF MANAGEMENT

BSB51107 entire program	\$3000.00
BSB51107 per unit	\$ 350.00
RPL PROCESS – full program	\$1750.00
RPL PROCESS – per unit	\$ 175.00

- The scheduled public training approach consists of a suite of two day short courses and assessment at our training venue, plus a workplace action learning project to be completed within the workplace, and assessed by NEXT, within six weeks of the course commencement.
- Each program delivered is valued on its own merits, however basic in-house options reduce the course and assessment fees considerably, which is great value-for-money for quality training!
- For corporate training and consulting, we develop the program to suit your organisation's needs, offering, within these customised programs, relevant and tangible scenarios and simulations, so that the participants will be able to find a direct relationship between the training and their working environment. This results in helping the participants to transfer their new-found knowledge immediately back into their workplace, which will most definitely increase your organisation's bottom line!
- Corporate in-house program investment fees are quoted upon consultation.
- Fees are inclusive of comprehensive training and assessment materials, all resources, delivery and post-service support, light lunch and morning and afternoon teas.
- Discounted group rates apply.

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WHY CHOOSE NEXT Training? Our track record ...

EXPERIENCE	<p>For the NINTH year, NEXT continues to train Certificate IV (Frontline Management) and Diploma of Management programs as a corporate training process, customising material to suit our clients, and also delivering our 'scheduled public programs' and short executive development courses, within private and public sectors.</p> <p>NEXT Training is an eminent Recognised Training Organisation, established in 1992 under the ownership and direction of Rhonda Stephen. The NEXT Training operations represent well-respected quality training and personal development processes, in Australia and South Pacific region.</p> <p>We facilitate consistent action-learning '<i>set meetings</i>' with each group of learners to monitor their progress, providing ongoing mentoring to assist with their assignments.</p> <p>We are proud of our participants' results, many of whom have received promotions in their workplace, in Australia and overseas.</p>
RENOWNED QUALITY	<p>We are committed to delivering a high standard of training and assessments, and are proud of the outstanding results we are achieving at all levels of management within the public and private sectors.</p>
HUMAN RESOURCES	<p>NEXT ensure quality human resources, meeting the human resource standards required of NEXT's RTO status. Our extensive faculty is drawn from local, national and international, qualified and effective training providers, assessors, and organisational consultants, specialising in a variety of fields including Languages (English, French, Mandarin, and more), Hotel Management, Frontline Management, Human Resource Management, Workplace Assessment and Training Systems and Operations Management.</p> <p>We also arrange for guest speakers and expert trainers/assessors to be available relevant to the topic, as specialists in their particular field of expertise.</p>
UNIQUE DESIGN	<p>This is not an "off-the-shelf" pre-purchased product. Our expertise lies in our ability to deliver quality training resources, based on National Training Packages, which are exclusive to NEXT, having been developed in consultation with industry and commerce and past and present participants, with the future needs of the participants and/or their organisation being of primary importance.</p>
INNOVATIVE STRUCTURE	<p>This training program can be structured to suit work priorities of participants within your organisation.</p>
HIGHLY RELEVANT	<p>We focus on enterprise-specific application, with work-based projects allowing for 'real' and valuable practice. We tailor training of management and executive development programs to suit specific organisational needs. These programs are developed, customised and delivered as part of your organisational corporate strategies.</p>
PERSONALISED INSTRUCTION	<p>NEXT limits the number of participants on courses, resulting in a higher quality of satisfaction and achievement.</p>
OUR POST-SERVICE MONITORING PROCESS	<p>NEXT provides post-training evaluation and mentoring support service at no extra cost.</p>
AFFORDABLE QUALITY	<p>Training at its best, and most affordable.</p>

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Contact NEXT to discuss specific training and development needs.

You are welcome to contact us to discuss a range of issues to assist in evaluating current standards of performance and to determine relevant development/recognition areas to support your needs. Discussions could include:

- your individual career/vocational goals;
- your organisational needs or restrictions;
- the qualification competencies at different AQF levels, and packaging requirements for qualifications;
- the related program structure, training modules/program parts;
- any optional strategies for development and recognition (including RPL/Credit Transfer);
- specific client service needs for training and assessment (including but not limited to language, literacy and numeracy requirements, physical access for events, dietary requirements, etc.). There are no barriers to entry on the grounds of age, gender, physical ability, or social background.

Want more information?

Simply call the team at NEXT Training on

(07) 3161 0389 or 0421 914 765

We thank you for this opportunity

and we hope to welcome you!

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