

DNA Kingston Training

BSB51107 Diploma of Management Local Students

Introduction

DNA Kingston Training has been a registered training provider in Australia since 1999. An award winner and finalist in Local Training and International Training.

This course is an Australian Nationally Registered qualification and ensures you are equipped to handle all areas of management, in a skilful and productive manner. The course provides you with the skills to operate as a manager.

The course covers areas of:

- Customer service
- Risk management
- Managing people
- OHS
- Workplace effectiveness
- Recruitment
- Business improvement

Other elective units are available. Units are subject to change due to the great options available and course revision.

You will become a skilled and knowledgeable decision maker, applying solutions under a range of unpredictable problems through analysis and evaluation, with the ability to manage and motivate people through a variety of source.

Career paths

Career paths may include high level management positions, middle and senior management, project leader, team leader, project coordinator, project manager and head of department.

After this course you can proceed to study our Advanced Diploma of Business Management.

Both courses lead into University pathways and credit recognition with Edith Cowan University, Joondalup and DNA Kingston Training.

Examples of Indicative Working Roles

- Business Management
- Proprietor
- Business Executive



Our flexibility and creativity with this Diploma qualification provides you with an opportunity to attain electives in Hospitality, General Construction, Agriculture and Dentistry related areas.

Other aspects of training

- Rolling intakes throughout the year
- Guest lectures & excursions
- World class, well equipped colleges
- Qualified, highly experienced trainers and assessors with years of experience in all disciplines
- Learning is delivered in small-class environment, through lectures, tutorials and individual instruction. Where possible, case study analysis and problem-solving approaches are adopted to enhance student learning.
- Personalised, caring environment to enhance learning
Individual support ensuring you reach your full potential

Assessment

Assessment in this course will be very practically based around your day to day tasks, and mainly be of a practical nature. It may be in a one-on-one environment, tailored to your job role, or through the completion of set tasks / projects for submission.

Assessment is continuous during your training (No large exams at the end of the year) and can consist of: Role playing, scenarios, group work, assignments, class participation, presentations, portfolio of evidence, exercises completed, oral or written short answer questions.

Entrance requirements

No entrance requirements are required.

Duration

- Local Students attend 52 weeks, with 10 weeks term breaks, 3 days a week



Course Units BSB51107

The Diploma of Management (Business) (BSB51107) is comprised of 8 units - 5 core units (strategic management domain), plus 3 electives.

Core Units

Customer Service

- BSBCUS501C Manage quality customer service

Risk Management

- BSBRSK501A Manage risk

Management

- BSBMGT502B Manage people performance

Occupational Work Health & Safety

- BSBWHS501A Ensure a safe workplace
- **Workplace Effectiveness**
- BSBWOR501A Manage personal work priorities and professional development

Elective Units

- BSBHRM402A Recruit, select and induct staff
- BSBMGT156A Facilitate continuous improvement
- BSBFIM501A Manage budgets and financial plans
- With further opportunity to have electives selected from Hospitality, General Construction, Agriculture or Dentistry.

Further Educational Opportunities in our Colleges

- Certificate III in Dental Assisting in 26 weeks
- Certificate IV in Dental Assisting in 26 weeks
- Advanced Diploma of Business Management in 52 weeks
- Certificate IV in Work Health and Safety in 52 weeks
- Certificate IV in Health Services (Ambulance) in 52 weeks
- Certificate II in Engineering - Production Technology in 52 weeks

We look forward to meeting you and welcoming you to our friendly, family orientated college, achieving outstanding academic results for our Graduates.

We have one of the highest retention rates and successful completion rates for international Students in Australia.

We are very proud of our high percentage of students, recommended to attend our college by past family and friends who are now graduates of our colleges.



Fees

Current fees are available on the web site or by contacting the college direct.

Licensing, Legislative, Regulatory or Certification Considerations

No licensing, legislative, regulatory or certification requirements apply to this qualification.

Locations

Metro

Belmont, 15 minutes from Perth CBD - 37 Hargreaves Street, Belmont

Malaga, 30 minutes from Perth CBD - 1/28 Oxleigh Way, Malaga

Regional

Bunbury, 1.5 hours from Perth - Unit 1 / 76, Spencer Street, Bunbury

Mandurah, 1 hour from Perth - Unit 7/2D Peel Street, Mandurah

Recognition of Prior learning

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous studies or other relevant experience. For further information please contact DNA Kingston Training.

Student Support

- Accommodation assistance
- Transport assistance
- Work experience arranged
- Employment assistance
- Social activities
- Sports days
- Dedicated cultural and personal student support services

How to apply

Simply complete the application form. You will then receive a letter of offer to enter the course. Application forms can also be downloaded on the website. Should you require assistance with your application, please do not hesitate to contact us directly.

Contact details

Local & National Phone: 1300 855 503
 Fax: +61 8 9479 4880
 Email: admin@dnakingston.com.au
 Website: www.dnakingston.com.au