

PRO SKILLS

Candidate Information and Application Forms

BSB51107 Diploma of Management

You give this information to the candidate for them to read about the RPL process and to complete the appropriate forms.

What does it mean to complete the BSB51107 Diploma of Management?

This BSB51107 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 couple an informed perspective of the specific work requirements with their managerial approaches.

The BSB51107 Diploma of Management requires a sound theoretical knowledge base and managerial competencies to plan, carry out and evaluate own work and/or the work of a team.

The job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include Manager or Supervisor within the workplace.

Tips and hints to help you prepare for recognition

To have skills formally recognised in the national system, assessors must make sure you have the skills and knowledge to meet the industry standard. This means you must be involved in a careful and comprehensive process that covers the content of all unit/s or qualification/s you can be recognised for.

Assessment happens in a variety of ways. Being prepared can save you valuable time and hassle and make the recognition process stress-free for you.

Here are some tips and hints for you:

Be prepared to talk about your job roles and your work history. Bring a resume or jot down a few points about where you have worked, either paid or unpaid, and what you did there.

Bring your position description and any performance appraisals you have from any training and assessment centres you have worked in.

Consider the possibilities for workplace contact. Are you in a workplace that is supporting your goal to get qualified? Would you feel comfortable to have the assessor contact your workplace or previous workplaces so your skills can be validated?

Think about who can confirm your skill level. Think about current or recent supervisors who have seen you work in the past 18 months and will be able to confirm your skills. The assessor will need to contact them. You may also have community contacts or even clients themselves who can vouch for your skill level.

Collect any certificates from in-house training or formal training you have done in the past.

You can speak with your training organisation about other ways you can show your skills in the vocational training and education industry. These could be letters from employers, records of your professional development sessions, employers or clients in related industries or government agencies, acknowledgements, workplace forms (as long as they don't show client details) or other relevant documents.

Steps in the RPL process

Step 1 – Provide information of your skills and experience

Complete the attached forms and provide as much information of your previous experience in the training and assessment or VET industry as you can. This is your first opportunity (and not the last) to provide proof of your variety of experience in the industry. Here you can supply examples of your work history which could include:

- brief CV or work history
- certificates/results of assessment
- certificates/results of assessment – interstate/overseas
- certificates/results of assessment – universities
- results/statement of attendance/ certificates – vendor training courses
- results/statement of attendance/ certificates – in house courses
- results/statement of attendance/ certificates – workshops, seminars, symposiums, etc
- industry awards
- membership of relevant professional associations
- learning resources developed (including electronic forms: videos, MP4s, DVDs...)
- minutes of industry network meetings
- quality system documents
- audit reports and documents
- marketing information
- minutes of meetings where leadership and teamwork are evident
- attendance and enrolment forms
- diaries/task sheets/job sheets/log books
- feedback forms and comments
- references/letters from previous employers/supervisors
- hobbies/interests/special skills outside work
- any other documentation that may demonstrate industry experience (list)

You will also need to supply contact details of one or two work referees who can confirm your skills in the industry.

Step 2 – Conversation with Assessor

An assessor will review the information you have provided (usually with you) and begin to match up your skills to the units/subjects in the qualification. At this point, you will have the opportunity to discuss and identify your previous experience with the assessor who will understand your industry experience and conduct a competency conversation with you. You will be required to answer training and assessment related questions to identify your current skills.

Step 3 – Practical demonstration of your skills

The assessor will conduct a practical skills test at your workplace (if appropriate) or at another suitable venue. This, again, is an opportunity to demonstrate your level of competence. This assessment will be focussed on skills that are required in the qualification. Your assessor will identify the skills that he/she will want you to demonstrate.

Further steps

After the assessment, your assessor will give you information about the skills that have been recognised and whether you have gained the full qualification. If you do have skill gaps, these may be addressed through flexible training.

APPLICATION – Self Assessment Questionnaire
BSB51107 Diploma of Management

Candidate Name: _____ Date Completed: _____

How often do you perform the following?

Unit Code	Unit Title	I have performed these tasks		
		Frequently	Sometimes	Never
Core Units				
BSBFIM501A	Manage budgets and financial plans			
BSBMGT502B	Manage people performance			
BSBMGT515A	Manage operational plan			
BSBMGT516A	Facilitate continuous improvement			
BSBLED501A	Develop a workplace learning environment			
Elective Units				
BSBPMG510A	Manage projects			
BSBWOR502A	Ensure team effectiveness			
BSBHRM504A	Manage workforce planning			

Candidate Signature: _____ Date: _____

RPL application form

Applicant Details:

1. Occupation you are seeking recognition in		
2 Personal Details		
Surname		
Preferred Title (Mr, Mrs, Ms, Miss)		
First Name/s		
Any other name used		
Home Address		
Postal address if different from above		
Telephone Numbers	Home:	Work:
	Mobile:	Fax:
Date of Birth	/ /	
Gender	MALE / FEMALE	
Age		
Are you a permanent Resident of Australia	YES / NO	
3 Current Employment		
Are you currently employed?	YES / NO	
If yes. Position currently in.		
Employer	
If Yes, in which occupation are you currently employed?		
Who is your current employer?		
4. Armed Forces details (If Applicable)		
Branch of Service		
Trade classification on discharge		

5. Further Training	
Have you undertaken any training courses related to the occupation applied for?	YES / NO
If Yes	
What occupation were you trained in?	
Training completion Date (month, year)	
Country where you trained	
Name of course and institution (if applicable)	
6. Is there any further information you wish to give in support of your application?	
7. Professional Referees (relevant to work situation)	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	
Name Position Organisation Phone Number Mobile Number Email Address	

Applicant Employment History Form

Name, Address and Phone number of Employers	Period of Employment (DD/MM/YYYY)		Position Held	Full Time Part-time Casual	Description of Major Duties
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Attach additional sheet if required

If you are including documents in your application, please provide a brief description below

Supporting evidence	Tick the items you can provide	Year completed	Office Use Only – assessor to use this section to align documents to specific units of competency and identify key questions for competency conversation
Brief CV or Work History			
Certificates/Results of Assessment			
Certificates/Results of Assessment – interstate/overseas			
Certificates/Results of Assessment – universities Results/Statement of Attendance/ Certificates – vendor training courses			
Results/Statement of Attendance/ Certificates – in house courses			
Results/Statement of Attendance/ Certificates – workshops, seminars, symposiums, etc			
Results/Statements of Attendance/ Certificates – club courses e.g. first aid, Surf Life Saving			
Industry awards			
Membership of relevant professional associations			

Evidence required on how you

- A 1. Plan financial management approaches
- A 2. Implement financial management approaches
- A 3. Monitor and control finances
- A 4. Review and evaluate financial management processes

- A 5. Reviewed performance development needs
- A 6. Planned professional development
- A 7. managed workplace relationships to create a learning environment

- A 8. Allocate work
- A 9. Assess performance
- A 10. Provide feedback
- A 11. Manage follow up

- A 12. Develop operational plan
- A 13. Plan and manage resource acquisition
- A 14. Monitor and review operational performance

- A 15. Developed strategies and approaches to improve work outcomes or organisational functioning
- A 16. Monitored performance and customer service
- A 17. Used continuous improvement models to improve processes and operations of the business

- A 18. Develop project plans
- A 19. Monitored arrangements and evaluation of a project plans' efficacy to address timelines and budgets of a project
- A 20. Made sure you were abiding by relevant legislation, and identify the relevant legislation you need/ed to abide by

- A 21. You used a range of techniques to build work teams, strengthen communications in the team and resolve conflict
- A 22. Engaged with stakeholders and obtained advice from outside the work team to ensure team is focussed and on track
- A 23. Used your knowledge of group behaviour to make sure the work team was effective

- A 24. Developed a workforce plan which includes relevant research and specific strategies to ensure access to a skilled workforce
- A 25. Developed or gained knowledge of labour demand and supply relevant to the specific industry or skill requirements for the organisation

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To Provide Training at a Standard of Excellence which improves the quality of other people's lives by sharing the benefits and privilege of learning.

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