

## Training suitability

This qualification is suited to those who wish to gain high levels of supervisory, decision-making and problem-solving skills across a range of business functions.

## Study period and workload

The estimated time to complete the course is 6-7 hours per week over a 15 month study period comprising on-the-job learning, workplace practice, self-directed study and assessment preparation. This estimate is based on AQF guidelines and will vary according to student experience and current practice.

## Skill outcomes

On successful completion of this course students will be able to:

- plan and manage the critical elements of projects
- write effective project and marketing plans to meet the delivery requirements of corporate/business expectations
- use mechanisms linked with the plan for the day-to-day control of projects to meet objectives and marketing plans to meet the delivery requirements of corporate/business expectations
- select appropriate tools to support monitoring and control mechanisms and marketing activities
- assign agreed responsibilities to get the best out of core and broader team capabilities

### Suitable for

- Corporate groups
- Individual students (distance only)
- Funded programs

**Length** 15 months

**Entry reqs.** No special requirements

### Assessment

A combination of knowledge questions, work-related tasks and evidence portfolio, or RPL

### Learning Pathways

Available to higher awards

For details of optional extras please refer to our website at [www.unep.edu.au](http://www.unep.edu.au)

## Competencies

Students are required to successfully complete 8 units of competency:

- Show leadership in the workplace (BSBMGT401)
- Implement continuous improvement (BSBMGT403)
- Manage meetings (BSBADM502)
- Interpret market trends and developments (BSBMKG507A)
- Identify and evaluate marketing opportunities (BSBMKG501)
- Undertake project work (BSBPMG522)
- Manage operational plan (BSBMGT517)
- Manage risk (BSBR501)

## Competency descriptions

### Show leadership in the workplace (BSBMGT401)

This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgement.

### Undertake project work (BSBPNG522)

This unit describes the performance outcomes, skills and knowledge required to manage a straightforward project or a section of a larger project.

### Manage meetings (BSBADM502)

This unit describes the performance outcomes, skills and knowledge required to manage a range of meetings including overseeing the meeting preparation processes, chairing meetings, organising the minutes and reporting meeting outcomes.

### Interpret market trends and developments (BSBMKG507A)

This unit describes the performance outcomes, skills and knowledge required to conduct an analysis of market data in order to determine organisational and competitor business performance, and to prepare market and business forecasts that assist in targeting marketing activities and in drawing up a marketing plan.

### Identify and evaluate marketing opportunities (BSBMKG501)

This unit describes the performance outcomes, skills and knowledge required to identify, evaluate and take advantage of marketing opportunities by analysing market data, distinguishing the characteristics of possible markets and assessing the viability of changes to operations.

### Implement continuous improvement (BSBMGT403)

This unit describes the performance outcomes, skills and knowledge required to implement the organisation's continuous improvement systems and processes. Particular emphasis is on using systems and strategies to actively encourage the team to participate in the process, monitoring and reviewing performance, and identifying opportunities for further improvements.

### Manage operational plan (BSBMGT517)

This unit describes the performance outcomes, skills and knowledge required to develop and monitor implementation of the operational plan to provide efficient and effective workplace practices within the organisation's productivity and profitability plans.

### Manage risk (BSBRSK501)

This unit describes the performance outcomes, skills and knowledge required to manage risks in a range of contexts across the organisation or for a specific business unit or area.



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