

diploma

of management
BSB51107

qualification overview



what makes HAZID unique?

We are results orientated

Managers who take part in our specially designed programs are guided to carry out significant workplace projects that demonstrate actual performance improvements. Employees who are driven to move into the ranks of management are mentored through the qualification to ensure success is achieved.

We involve you and your team

At HAZID we strive to deliver Management Development Programs that involve your people at all levels. We work with our clients to ensure that their key stakeholders are involved as much as possible in practical exercises.

We are specialists

We are specialists in management development and have a great deal of experience working with clients in Australia and overseas. We continually research the latest management methodologies and incorporate them into our programs.

We offer unlimited options

There are no limits to what we can design and deliver for you.

We provide unmatched tailoring

To ensure as much relevance as possible for participants, our corporate programs are tailored to meet the specific needs of our clients. And, whilst recognised competency standards are certainly in place, HAZID aims to ensure these standards serve to support, not dominate, programs.

We provide measurable results

Participants achieve measurable results, recognised by themselves and their line managers as being beneficial to themselves as well as the organisation.

We are extremely flexible

At HAZID we work with our clients, exploring all options, to ensure our programs deliver true value outcomes. We are able to provide flexible delivery options, flexible support options and flexible assessment options.

Our facilitators

HAZID's facilitators are some of the most talented management trainers working in Australia and overseas today. Our facilitators bring to the training room the combined experience of scores of leading organisations, with whom they have worked.



contents

Introduction to HAZID training	4
HAZID programs and qualification packaging	9
Enrolment and booking	13



introduction to HAZID training

The Diploma of Management BSB51107 is an accredited recognised qualification awarded by HAZID Resourcing Pty Ltd. It is designed for Frontline and other Managers.

HAZID Resourcing Pty Ltd is an accredited Registered Training Organisation (RTO), meeting strict, internationally recognised, quality control standards for training and assessment. We specialise in workplace based training, management development and team development for organisations. Our courses and our trainers receive consistently high scores in feedback collected from clients.

HAZID's emphasis is on learning through effective action in the workplace. Since 2009 we have worked in partnership with clients to ensure that their culture and values are reflected as an integral part of the training. We also commonly use mentors within the client organisation to strengthen the learning process and ensure that it meets the organisation's specific requirements.

We deliver programs to clients both in Australia and overseas, including:

- New Zealand,
- Papua New Guinea,
- South Africa,
- United States of America,
- Saudi Arabia,
- Bahrain,
- Hong Kong and China.



HAZID has aligned itself with a number of international consultancy companies and supplies training as part of the overall project solution strategy. In many cases clients request follow up training to support individuals and groups who are pursuing an Australian qualification.

HAZID has completed training projects in a variety of industry sectors including ; Medical, Petrochemical, Drilling, Mining, Utilities, Telecommunications, Construction, delivering customized, practical and integrated training solutions for the development and management of their clients assets, personnel, systems, processes, products and services.

We have established a large resource pool of trainers and assessors, comprising full time employees, contractors and subject specialists.

HAZID partners organizations in training projects and manages risks by building a sustainable client partnership, complete with full commitment, participation, innovation and integrity to ensure that their activities are in compliance and aligned with applicable standards, client requirements and relevant legislation.

our customers include:

PETROCHEMICAL & OTHER

GOVERNMENT & OTHER

CONSTRUCTION & MINING

Asia Pacific *(extract only)*

Austcane Energy
Shell
BP
Boom Sherin Pty Ltd
Nelson Forests
NZ Aluminium Smelter

Davis Langdon
Q. H. & M. Birt Pty Ltd
Australian Drilling Industry TC
Populous Design Pty Ltd
Kerdic Homes Pty Ltd
Freehills

BHP Billiton
BMA
Ramu NiCo
Ok Tedi Mining Limited
VISY
Carpentaria Contracting

Middle East Region *(extract only)*

Yanbu Refinery Department (YRD)
BAPCO
Jeddah Refinery
SABIC
Saudi Aramco
Ju'aymah Gas Plant

American Society of Safety Engineers (ASSE)
Ministry Of Education
Abdullatif Alisa Group
King Fahad Medical City
Arabian Al-Kanar
ZP Arabia

SAMAMA
Group Razel
Arabian Contracting
Saudi Arabian Mining Company (Ma'aden)
Saudi Binladen Group
SINOPEC



tailored corporate programs

HAZID specialises in tailoring programs to meet corporate needs.

In addition to the Australian Qualification courses offered, we also have a wide range of specialised (non-accredited) courses available.

Specialised courses

Specialised (non-accredited) courses / workshops include subjects such as;

- Safety Management
- Process Safety Management (PSM)
- Process Hazard Analysis (PHA)
- Environmental
- Risk Management
- Behaviour Based Safety
- Organizational Design and Development



Inclusion of our client's material

We can accommodate clients who wish to incorporate their own course material (courses) into the program being delivered by HAZID.

Management Development Programs

If required, HAZID's Management Development Programs can incorporate:

- courses written by PRECISION, in consultation with HAZID, to meet the needs of our client's organisation
- courses delivered by our client's own presenters
- co-delivered sessions using experts from our client's own organisation
- third party delivered courses covering specialist areas



For more information on specialised courses available through HAZID, please email admin@hazidresourcing.com or visit our website, www.hazidresourcing.com

delivery options

Delivery Option	Overview	Dates & Locations
Corporate Courses	<p>Working with corporate and government clients over many years, HAZID has developed a range of strategies and techniques which optimise effective management development.</p> <p>As leaders in this area, our focus is on performance improvement which delivers measurable benefits to both participants and their organisations.</p> <p>Our programs are tailored to meet the specific needs of different organisations and are presented face-to-face at client locations, worldwide.</p>	
Customised programs suitable for groups within an organisation, delivered face-to-face	<p>Customised programs may include a blend of courses, workshops and recognition processes. Courses currently being delivered in-house can be retained within our program, provided they are appropriate and working well.</p> <p>Our programs include the training and utilising of Mentors within the client's organisation to ensure that the management competency being demonstrated is appropriate to the organisation.</p> <p>Participants receive a program introduction and Learning Guides for each module. They also receive Assessment Guides for each unit of competency in order to carry out workplace projects for assessment. These projects are designed to create real benefits for the organisation, and are signed off by the participant's Mentor and line managers.</p> <p>Return on Investment (ROI) can be measured - often delivering positive cash flow for the organisation.</p>	<p>Dates and locations by arrangement (as agreed in the 'Training Guide & Checklist' document)</p> <p>Australia, New Zealand, International</p>
Recognition Processes	<p>Recognition of Prior Learning (RPL) and Recognition of Current Competency (RCC) are processes where competency is recognised, without the need for further training or development. Participants in a program may be able to demonstrate competency for one or more units. HAZID has specialised Recognition Processes and instruments that help you easily present evidence for assessment.</p> <p>Participants must have a computer with email facilities and a program that will use Word documents to use this recognition facility. Communication is by email and email and telephone help is provided.</p> <p>Recognition candidates are also welcome to visit HAZID for initial consultations having made a phone booking.</p>	Available globally
Recognition of Prior Learning (RPL) and Current Competency (RCC) Suitable for individuals and small groups		



assessment

Assessment of this qualification is by evidence to demonstrate the competency of each unit.

HAZID has an effective way of assessing competency which provides valuable development for both the participant and the organisation. The assessment comprises:

1. Competency Application Assessment Questions
2. Strategic Workplace Assessment Project

Competency Application Assessment Questions

These are related to individual competency units and require evidence of participant's application of competency in the workplace. Participants can complete assessments in the workshops which are signed off by the HAZID trainer. Alternatively participants may submit assessments up to two weeks later by email, which must be signed off by a mentor or line manager. Participants must complete the required sets of competency application questions for this qualification.



Strategic Workplace Assessment Project

One project is carried out for this qualification (can be simulated). Participants select an opportunity, issue or problem in their work that can be improved and which relates to a competency unit. Participants agree on the project with their manager and mentor. Participants then plan, implement and review the project, liaising with their mentor and manager who sign off on the project. HAZID provides a structured project assessment guide to help participants and mentors carry out this process efficiently.

The Assessment Process

Participants either complete assessments in workshops or HAZID sends participants Assessment Guides (Word documents in hard or electronic form) that participants complete and mail or email back to HAZID. The Assessment Guides contain all questions to answer, instructions and the relevant competency unit details.

Please note: Participants must have a computer with email capability and be able to use Word documents.

A HAZID assessor assesses participant assessment submissions and participants are sent an assessment report by email.

Participants are assessed as either;

'COMPETENT' or 'COMPETENCY NOT YET DEMONSTRATED'

HAZID programs & qualification packaging:

Managers have a significant role in the leadership of their organisation. In increasingly competitive and fast changing times Managers have a major responsibility to ensure that teams deliver quality services and products. The purpose of this powerful and challenging program is to develop, through learning and practical workplace practice, recognised competencies for frontline and other managers.

Program Duration

Whilst each course is personalised to meet our clients' requirements, HAZID training is generally structured as follows;

1. Participants receive course material approximately 4 weeks prior to commencement of the course.
2. Participants conduct pre-course activities designed to adequately prepare them for the course ahead.
3. Participants attend intensive face-to-face training over 8-10 consecutive days.
4. Participants conduct and submit post course assignments within 90 days of the face-to-face component.
5. Upon receipt, Assessor completes assessment within 2 days.

Program Assessment

Using Assessment Guides provided by HAZID, and guided by a mentor from their own organisation, participants carry out assessment projects (with a view to producing results of real benefit to their organisation) which are then submitted in class or electronically by email.

The submission is then assessed by a qualified Assessor to determine competency, as is required to gain the qualification.



Program Benefits for participants and organisations

Both participants and organisations gain significant benefit from this program, including:

- **Enhanced management skills** as a result of participants developing the competencies required for managers operating at an advanced level.
- **Demonstrated performance improvement** as a result of participants having applied competencies to workplace examples.
- **Nationally recognised qualifications** achieved as a result of participants evaluating their professional development needs and taking ownership for self-development.
- **Management pathways** realised as participants' take responsibility for managing self and team to meet the challenges of their workplace.
- **Direct, quantifiable returns for the organisation** delivered by participants through Strategic Workplace Improvement Projects (SWIP) - actual or simulated.



modules

Diploma of Management BSB51107 (Core Program)

The Diploma of Management BSB51107 is a nationally recognised qualification. The **Diploma consists of 8 core modules covering 8 competency units**. These have been identified through extensive consultation with Industry, Commerce and Government as being Best Practice for frontline managers. Listed below is the HAZID core Diploma of Management program. For more information on Units of Competency please visit <http://training.gov.au/>

Course Number Duration	& HAZID: Course Title	Maps to Competency Unit
WOR501B 1 day	Manage Work Priorities & Professional Development This course is about personal management and professional development. It encourages a review of how to manage your own performance, work priorities and time and also taking responsibility for your own professional development within the context of the organisation.	Manage personal work priorities and professional development BSBWOR501B
MGT515A 1 day	Manage Operational Plans This course is about business planning and the active work of managers to plan, implement, monitor and record performance to achieve business plans of the team/organisation. This pivotal role is carried out to create safe, efficient and effective services and products to customer satisfaction within your organisation productivity and profitability plans.	Manage operational plan BSBMGT515A
WOR502B 1 day	Ensure Team Effectiveness This course is about team effectiveness and the vital role of a manager to effectively plan team performance, develop and facilitate team cohesion, facilitate team work and liaise with stakeholders.	Ensure team effectiveness BSBWOR502B
CUS501C 1 day	Manage Quality Customer Service This course is about customer service and the role of managers to ensure that products and services are delivered and maintained to standards agreed by the organisation and the customer.	Manage quality customer service BSBCUS501C



HRM503B	Manage Performance Management Systems	Manage performance management systems BSBH503B
1 day	This course is about the performance outcomes, skills and knowledge required to design, implement and oversee performance management systems. It includes developing and managing ongoing performance feedback strategies and conducting formal performance feedback meetings. The course also includes specific intervention associated with under-performance or misconduct.	
OHS509A	Ensure a Safe Workplace	Ensure a safe workplace BSBOHS509A
1 day	This course is about occupational health and safety and the role of all managers to ensure the workplace meets safety requirements set down in legislation, standards and the organisation policies and practices.	
MGT516C	Facilitate Continuous Improvement	Facilitate continuous improvement BSBMGT516C
1 day	This course is about the active role of managers to manage continuous improvement processes in achieving the organisations quality objectives. Your position closely associated with the creation and delivery of products and services, means that you play an important part in influencing the on-going development of the organisation.	
LED501A	Develop a Workplace Learning Environment	Develop a workplace learning environment BSBLED501A
1 day	This course explores the way in which Frontline Managers can effectively encourage and support workplace learning and development. This course provides an introduction to a wide range of useful development approaches and tools. It gives guidelines for mentoring and coaching. Strategies for developing buy-in to learning from team members are examined in the light of participants own work team situations.	



enrolment and booking

For enrolment and booking, or to discuss how this or one of our other courses can benefit your organisation, please contact us by phone or email as detailed below.



contact us

Email admin@hazidresourcing.com

Website www.hazidresourcing.com

Phone +61 7 3491 7825

Fax +61 7 3491 7825

Postal Address

HAZID Resourcing Pty Ltd

PO Box 198

Dayboro QLD 4521

Australia

Street Address

14 McPherson Court

North Lakes QLD 4509

Australia



corporate client services

Included in the HAZID Resourcing Management Development Programs are the following corporate client services:

Learning and Assessment Materials

- Program Introduction
- Provision of HAZID's Learning Guides for each module following current standards and research
- Provision of Assessment Guides for each module
- Optional inclusion in Program Learning Guides appendices of client documentation to align with the organisation's values, culture and systems
- Optional Client logos on presentation material
- Event feedback reports giving summarised evaluation data

Corporate Client Reporting

- Regular client reviews
- Provision of reports showing participant attendance and current assessment status
- Ongoing liaison with HAZID Client Program Manager to address program issues and improvements

Help Desk

- Phone and email helpline for participants, mentors and program administrators within the client organisation
- Information on participation and assessment submissions

Assessment Processing

- Assessment Guides are emailed to participants as a Word document
- Participants complete and return by email or mail
- Emailed acknowledgement of receipt of assessment submissions
- Assessment report emailed to participant
- Maximum 20 working day turnaround for assessment reports

Certification

- HAZID Resourcing Pty Ltd is an Australian Registered Training Organisation (RTO) delivering nationally and internationally recognised certification.



