



Papua New Guinea

Qualification Framework – TVET

(Industries, Private Training providers, NGOs,
Employment skills training organisations, Women groups, Churches,
SOEs etc.)

NADVDIPMNG6002A Advance Diploma of Management – TVET

(This Training Package is not intended for Higher Education)

TRAINING PACKAGE

Release 2, Version 1.0

Approved and endorsed by NTC 4/12/2014



MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

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Overview

NADVDIPMNG6002A Diploma of Management - TVET

Modification History

Release	Comment
2	<i>This version first released version 1.0. Approved 2002 - STC, reviewed November 2014 to NADVDIPMNG6002A</i>

Description:

This qualification reflects the role of individuals who have some theoretical knowledge and practical skills in workplace training and assessment systems and services. Typically they would have the responsibility to provide educational leadership, manage people and resources, manage quality management systems, research and development and develop teams and individuals. Involves analysis, diagnose, design, and execution of judgments across a broad range of technical level. Generate ideas through the analysis of information and concept at abstract level.

Job Roles

- Training Managers/Superintendent (Industries, Private Training Providers, SOEs, NGOs, Churches etc.)

Pathways Information

Pathway into qualifications:

Preferred pathways for candidates considering this qualification include:

- Diploma of Training and Assessment
or
- Diploma in Teaching – TVET

Examples of indicative job roles for candidates seeking entry based on their workplace/institution experience include:

- Senior Training personal (Private TVET Institutions/Industries)
- Senior teachers (TVET Colleges)

Pathways from the qualification:

Pathways to relevant higher education advance diploma or degree programs

Licensing/Regulatory Information:

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

Pre-Requisites

Not applicable.

Entry Requirements:

There are no entry requirements

Employability Skills Information

This unit contains employability skills.

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.

Key competency	Industry or enterprise requirements for this qualification include:
Collecting analysing and organising information	<ul style="list-style-type: none">• Locate, sift and sort through information.• Determine what information you need.• Present the information in a useful way.• Evaluate the information and the sources and methods you used to obtain it.
Communicating ideas and information	<ul style="list-style-type: none">• Use a range of spoken, written, graphic and other non-verbal means of expression to communicate with others.
Planning and organising activities	<ul style="list-style-type: none">• Plan and organise own work activities• Make good use of available time and resources.• Prioritise.• Monitor performance.
Working with others and in teams	<ul style="list-style-type: none">• Interact effectively with others in groups and on a one-to-one basis.• Understand and respond to the needs of clients.• Work effectively as a team member to achieve shared goals.
Using mathematical ideas and techniques	<ul style="list-style-type: none">• Use mathematical ideas for practical purposes.
Training and assessment	<ul style="list-style-type: none">• Coordinate training/and or assessment systems
Solving problems	<ul style="list-style-type: none">• Use problem-solving strategies to find solutions to problems.
Using technology	<ul style="list-style-type: none">• Apply technology.• Combine physical and sensory skills to operate equipment.• Understand scientific and technological principles to explore and adapt systems.

Packaging Rules

Packaging rules:

Completion of Level 1+Level 2+Level3 core units

- a minimum of twenty one (21) core units from core units list
- no elective units or units aligned to other qualifications. Selected units must be relevant to job outcomes in workplace.
- 120 to 240 credit at least 70 credits at level 6. Prepares learners for a direct application of skills & knowledge associated with the three (3) performance levels which relates to the key competencies.

CORE UNITS

Supervisory

- SUP-MNGWCOM6012A Workplace Communication
- SUP-TM6022A Time Management
- SUP-COS6032A Computer Operation Skills
- SUP-CS6042A Customer Service
- SUP-DEM6052A Delegating Tasks & Motivating People
- SUP-SWP6062A Solving Workplace Problems
- SUP-SADE6072A Supervising, Discipline Employees
- SUP-COJT6082A Conducting On-Job-Training
- SUP-WS6092A Process of Management 1

Operational Management

- OM-ISC6012A Inventory Management
- OM-CP6022A Controlling Purchases
- OM-COJT6032A Coordinating Staff Training & Development
- OM-MIS6042A Management Information System
- OM-NSUW6052A Negotiation Skills Used in Workplace
- OM-MFP6062A Process of Management – 2

Organisational Management

- ORGM-DMP6012A Decision Making
- ORGM-STGM6022A Strategic Management (Business Level)
- ORGM-WBR6032A Business writing
- ORGM-HRM6042A Human Resource Planning
- ORGM-BUD6052A Budgeting
- ORGM-ASGEC6062A Analysing Specific and General Environment 6557-58

ELECTIVE UNITS

No electives units

Restrictions

- ❗ The qualification rules are an endorsed part of the Training Package and cannot be altered by the RTOs.

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