



Dual Diploma - BSB51918 Diploma of Leadership and Management and BSB50415 Diploma of Business Administration

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Course Overview


  
**Mentor**  
education

RTO 21683

[www.mentor.edu.au](http://www.mentor.edu.au)

# Why Mentor Education

[www.mentor.edu.au](http://www.mentor.edu.au)



“I was extremely impressed with the quality of the training that you delivered”

Tony Read - Mentor Education Diploma Graduate

Established in 2003, we are Australia's largest privately owned training organisation focused on the Accounting, Financial Services & Business training market. Many of our graduates currently work for Australia's leading financial services institutions (including Big 4 Banks) and small businesses all around Australia.

Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis.

## Exemplary Student Support

Mentor Education has gained an enviable reputation as being able to deliver outstanding education and training coupled with personalised student support and customer service.

## Our commitment to you

Our commitment is exemplified by the high level of student support received - our industry experts and assessors are available to personally respond to your questions and offer constructive feedback and guidance.



## Student Support

To help you thrive and achieve your study goals, expert teacher support is available to you



**Phone Support**  
Available

**1300 306 146**

**+61 3 8317 2953**

Monday to Friday 9am to 5.00pm (AEST)



**Email Support**

Response within two business days

You can get one-on-one help from expert tutors via email and you are encouraged to share your work to receive feedback.

## Payment Options

Mentor Education has assisted many students from a variety of backgrounds and needs.

Simply speak to your course adviser for a Payment Option that will work for you.



Course name	Dual Diploma - BSB51918 Diploma of Leadership and Management and BSB50415 Diploma of Business Administration
Delivery options	Online Learning
Course duration	12 - 18 months
Assessments	Assessment tasks may be a combination of Multiple choice, Short answer questions, Case study and Scenario responses, Projects, Portfolio, Research, Business Plans, IT Plans, Project Plans, Journal and Self-Reflection exercises
Nationally recognised	Yes

## Potential jobs

- Manager in any industry
- Team Leaders
- Front Line Managers
- Supervisors
- Business owners
- Practice manager

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### Course Overview

The Dual Diploma - BSB51918 Diploma of Leadership and Management and BSB50415 Diploma of Business Administration is ideal for those seeking to, or are already making high level autonomous decisions and using initiative and judgement to plan and implement a range of leadership and management functions in varied contexts

The qualification caters to individuals in roles such as Manager, Team Leader, Project Officer or Administrator, Business Owners leading teams, and Senior Managers seeking to gain practical knowledge that can be applied as part of their job function.

### Industry Endorsed and Trusted

Mentor Education's Dual Diploma - BSB51918 Diploma of Leadership and Management and BSB50415 Diploma of Business Administration qualification is a nationally recognised qualification, complying with the AQF standard and ASQA standards for Registered Training Organisations.

### Entry requirements

There are no pre-requisites for entry to this course.

### Who Should Enrol?

This qualification has been designed to accommodate both individuals with no formal training qualifications and those seeking an entry point for transition into further education. The course is suited to both experienced managers and aspiring leaders.

### Course Outcomes

Upon successful completion of this course, you will be awarded the Dual Diploma - BSB51918 Diploma of Leadership and Management and BSB50415 Diploma of Business Administration qualification.

### Assessment

Assessment tasks may be a combination of:

- Multiple choice
- Short answer questions
- Case study and scenario responses
- Projects, Portfolio, Research, Plans
- Journal and Self-reflection exercises

# Course Outline

## Units of Competency

BSBLDR501 Develop and use emotional intelligence

BSBMGT517 Manage operational plan

BSBLDR502 Lead and manage effective workplace relationships

BSBWOR502 Lead and manage team effectiveness

BSBFIM501 Manage budgets and financial plans

BSBMGT502 Manage people performance

BSBMGT516 Facilitate continuous improvement

BSBRISK501 Manage risk

BSBHRM513 Manage workforce planning

BSBWRK510 Manage employee relations

BSBWOR501 Manage personal work priorities and professional development

BSBPMG522 Undertake project work

BSBADM503 Plan and manage conferences

BSBADM504 Plan and implement administrative systems

BSBADM506 Manage business document design and development

BSBFIM502 Manage payroll

## Study options

[www.mentor.edu.au](http://www.mentor.edu.au)

### Online learning

Study online at your own pace, giving you the flexibility to achieve a nationally recognised qualification whilst also fulfilling your other life commitments.

### Unlimited e-mail and phone support

Unlimited e-mail and phone support is provided by our experienced student support team between Monday to Friday, 9am – 5pm, so you're never left to feel 'lost' or stuck during your studies.

### Face-to-face Instructor-led Virtual Classroom

Virtual Classroom is the fastest way to achieve your qualification. Conducted via video conference and facilitated by industry professionals skilled at making the learning experience interactive.

### How to Enrol

To enrol, you can complete one of the following options:



1300 306 146  
(option 1 'new enquiries')



[learn@mentor.edu.au](mailto:learn@mentor.edu.au)



[www.mentor.edu.au](http://www.mentor.edu.au)

**Mail**

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Windsor  
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Int: +61 3 8317 2900

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