



Advanced Diploma of Business

(BSB60215)

Course Overview



Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

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“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 purely on 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.

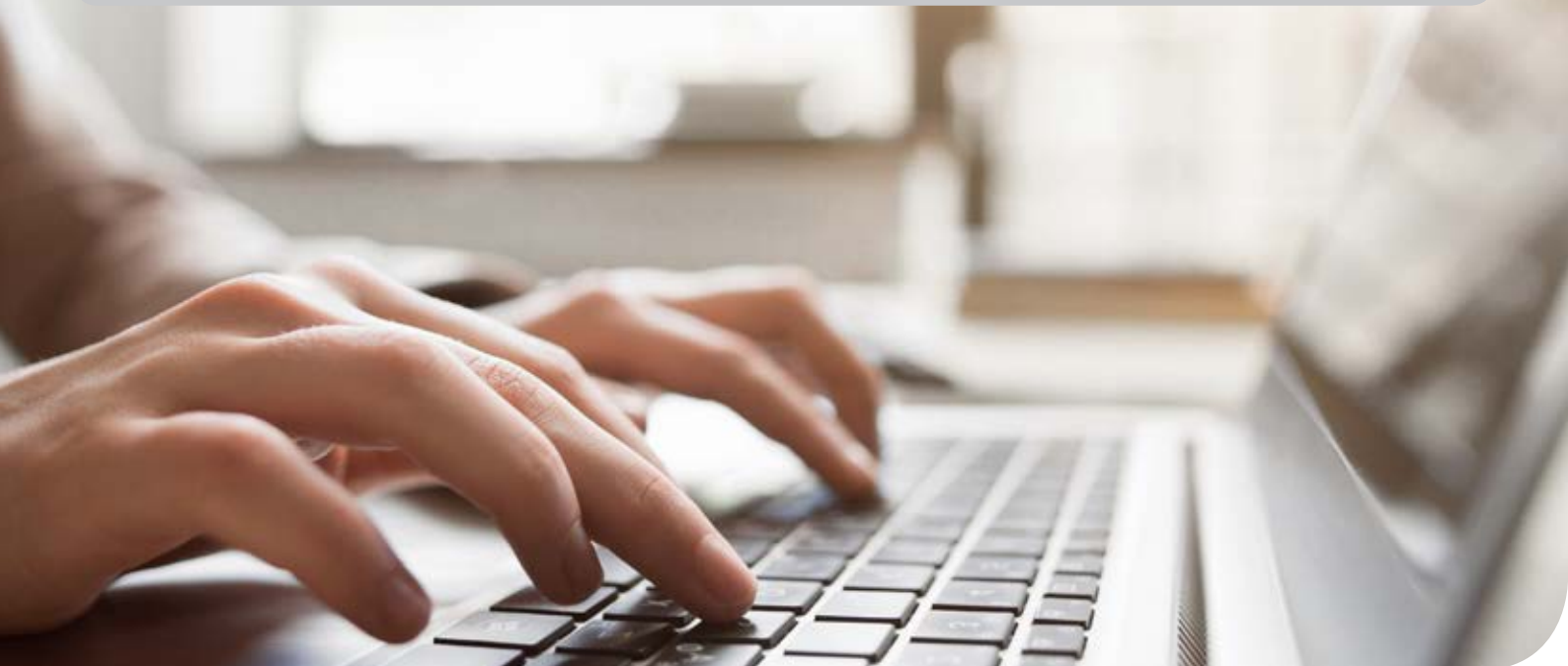
Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art Continuing Professional Development (CPD) program and Best Practice Review Audits.

Exemplary Student Support

Mentor Education has gained an enviable reputation as the only financial training organisation that can deliver outstanding RG146 compliance and financial 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	Advanced Diploma of Business
Course code	BSB60215
Delivery options	Online Learning
Course duration	Up to 24 months
Assessments	Assessment tasks may be a combination of Short Answer Questions, Long Answer Questions, Multiple Choice Questions, Case Study and Scenario's, Projects, Presentations, Research Tasks, Role Play
Nationally recognised	Yes
Potential jobs	<ul style="list-style-type: none">• Executive Manager or Director• Manager• Practice Manager,• Senior Executive• Self-employed Managing Director• Team Leader, Business Development Manager (BDM)• Professional Development Manager (PDM)

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Mentor Education's Advanced Diploma of Business course has been structured to cater for candidates either aspiring to or working in management or leadership roles. With a focus on organisation fundamentals including financial management, knowledge management, workplace policy development, marketing planning and leadership, the Advanced Diploma of Business provides an ideal qualification for individuals aiming to develop expertise across a wider range of business functions.

The qualification comprises of core business units of competency covering disciplines including:

- Managing financials
- Organisational change
- Knowledge and information management
- Workplace policy development
- Implementation of business plans
- Development of organisational marketing objectives

Industry Endorsed and Trusted

Mentor Education's Advanced Diploma of Business (BSB60215) is a nationally recognised qualification, complying with the AQF standards for Registered Training Organisations.

With over 15 years' experience and more than 20,000 students, Mentor has a well-earned reputation as the largest privately owned financial services education provider, with full student support, quality training and assessment and linkages to employers, aggregators, mentors and the broader industry.

Entry requirements

This is an open entry course with no pre-requisite qualifications. In order for you to successfully complete this course, it is recommended that you have strong literacy and numeracy skills.

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 and aspiring leaders seeking to gain further managerial knowledge.

Course Outcomes

Upon successful completion of this course, you will be awarded the Advanced Diploma of Business (BSB60215) qualification.

Assessment

Assessment may include:

- Short Answer Questions
- Long Answer Questions
- Multiple Choice Questions
- Case Study and Scenario's
- Projects
- Presentations
- Research Tasks
- Role Play

Examples of activities that can be allocated to students included in self-directed hours may be:

- Set reading (textbook/workbook)
- Instructed research
- Self-directed research
- Webinars
- Forums

Course Outline

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The total duration for the course is 1260 hours which will be delivered over 24 months.

Units of Competency Summary

Core Units

BSBFIM601	Manage finances
BSBINM601	Manage knowledge and information
BSBSUS501	Develop workplace policies and procedures for sustainability
BSBINN601	Lead and manage organisational change
BSBMKG608	Develop organisational marketing objectives
BSBMKG609	Develop a marketing plan
BSBMGT605	Provide leadership across the organisation
BSBMGT617	Develop and implement a business plan

Course Outline

Units of Competency

BSBFIM601 - Manage finances

This unit describes the skills and knowledge required to undertake budgeting, financial forecasting and reporting. It includes contributing to financial bids and estimates, allocating funds, managing budgets and reporting on financial activity.

It applies to individuals who have responsibilities which include the management of financial and other resources within an organisation.

BSBINM601 - Manage knowledge and information

This unit describes the skills and knowledge required to develop and maintain information processing systems to support decision making.

It applies to individuals who are responsible for ensuring that critical knowledge and information is available to review the organisation's performance and its effective functioning.

BSBSUS501 - Develop workplace policies and procedures for sustainability

This unit describes the skills and knowledge required to develop, implement and modify a workplace sustainability policy.

It applies to individuals with responsibilities who create, monitor and improve policies within workplaces.

BSBINN601 - Lead and manage organisational change

This unit describes skills and knowledge required to determine change requirements and to develop, implement and evaluate change management strategies.

It applies to managers with responsibilities that extend across the organisation or across significant parts of a large organisation.

BSBMKG608 - Develop organisational marketing objectives

This unit describes the skills and knowledge required to conduct an analysis to develop organisational marketing objectives. This involves reviewing the organisation's internal and external environments, evaluating past and current marketing performance, and exploring and evaluating new marketing opportunities.

It applies to senior marketing professionals who are responsible for providing strategic direction to the marketing function of an organisation.

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BSBMKG609 - Develop a marketing plan

This unit describes the skills and knowledge required to research, develop and present a marketing plan for an organisation.

It applies to individuals working in senior marketing positions who are responsible for formulating a marketing plan by developing specific marketing strategies.

BSBMGT605 - Provide leadership across the organisation

This unit describes the skills and knowledge required to demonstrate senior leadership behaviour and competence.

It applies to individuals who have a role in inspiring and motivating others to achieve organisational goals and to model professionalism in their organisation.

BSBMGT617 - Develop and implement a business plan

This unit describes the skills and knowledge required to run a business and covers the steps required to develop and implement a business plan.

It applies to individuals who are running an organisation or who have a role in determining the effective functioning and success of the organisation.

Study options

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.

How to Enrol

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



1300 306 146
(option 1 'new enquiries')



learn@mentor.edu.au



www.mentor.edu.au

Mail

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