



Diploma of Business Administration

(BSB50415)

Course Overview


Mentor
education

RTO 21683

www.mentor.edu.au

Why Mentor Education

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 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.

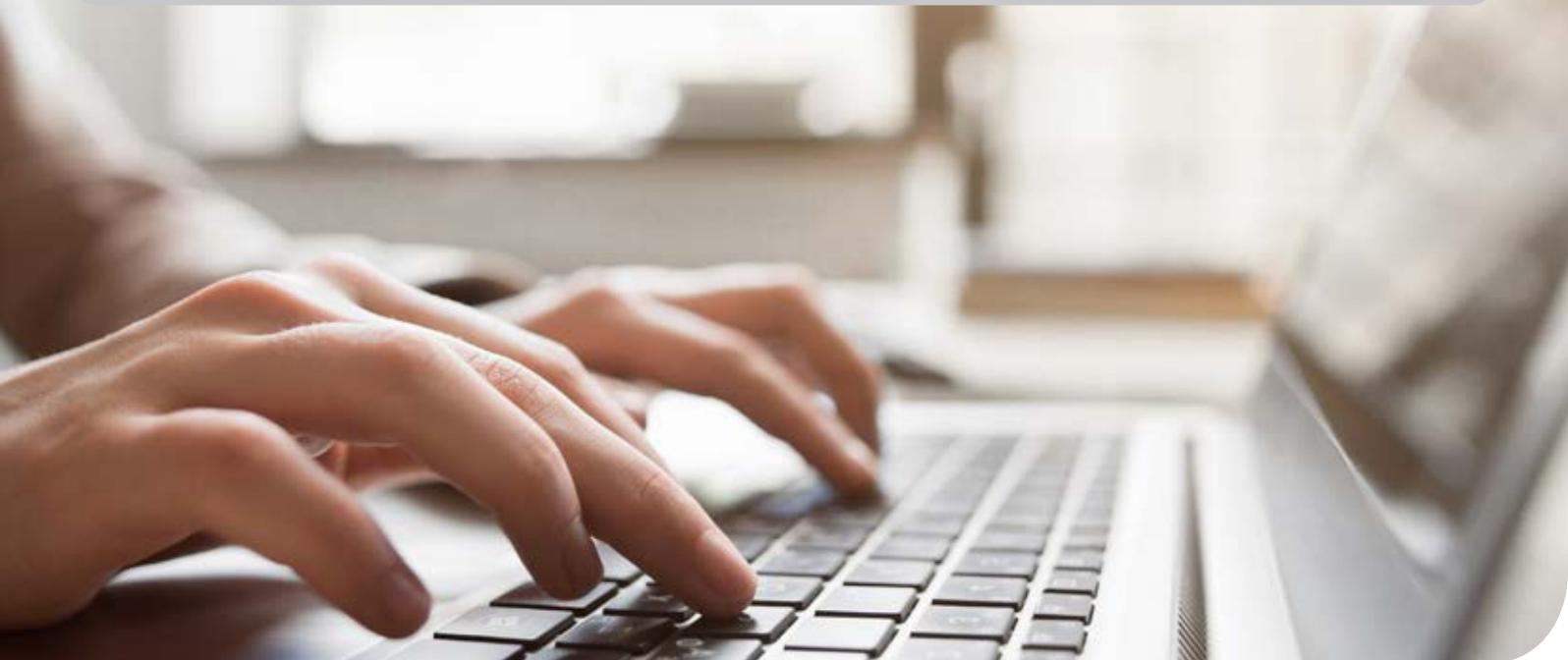
Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art 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	Diploma of Business Administration
Course code	BSB50415
Delivery options	Online Learning
Course duration	Up to 12 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">• Self-employed Managing Director• Team Leader• Practice Manager• Administrative officer• Manager• Business Development Manager (BDM)• Professional Development Manager (PDM)

Course Overview

www.mentor.edu.au

Course Overview

The Diploma of Business Administration qualification is ideal for individuals working in management or administrative roles. This qualification accommodates both individuals with no formal training qualifications and those seeking an entry point for transition into further education.

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

- Meeting coordination
- Conference planning and management
- Payroll management
- Management of individual priorities and professional development
- Manage and lead team effectiveness

The Diploma of Business Administration provides an exceptional choice for individuals seeking to further develop their own managerial and administrative skills alongside providing a pathway to further learning.

Industry Endorsed and Trusted

Mentor Education's Diploma of Business Administration (BSB50415) is a nationally recognised qualification, complying with the AQF standard and ASQA 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 managers and aspiring leaders seeking to gain further managerial and administrative knowledge.

Course Outcomes

Upon successful completion of this course, you will be awarded the Diploma of Business Administration (BSB50415) 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

www.mentor.edu.au

The total duration for the course is 550 hours which will be delivered over 52 weeks.

Units of Competency Summary

Core Units

BSBADM502	Manage meetings
BSBADM503	Plan and manage conferences
BSBADM504	Plan and implement administrative systems
BSBADM506	Manage business document design and development
BSBFIM502	Manage payroll
BSBPMG522	Undertake project work
BSBWOR501	Manage personal work priorities and professional development
BSBWOR502	Lead and manage team effectiveness

Course Outline

www.mentor.edu.au

Units of Competency

BSBADM502 - Manage meetings

This unit describes the 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.

It applies to individuals employed in a range of work environments who are required to organise and manage meetings within their workplace.

BSBADM503 - Plan and manage conferences

This unit describes the skills and knowledge required to plan, promote and coordinate conferences.

It applies to individuals employed in a range of work environments who are required to plan and manage conferences.

BSBADM504 - Plan and implement administrative systems

This unit describes the skills and knowledge needed to plan for or review the requirements for implementing, monitoring and reviewing administrative systems.

It applies to individuals employed in a range of work environments in senior administrative roles.

BSBADM506 - Manage business document design and development

This unit describes the skills and knowledge required for the design and production of organisational documents.

It applies to individuals employed in a range of work environments who require well-developed skills in the use of a range of software packages.

BSBFIM502 - Manage payroll

This unit describes the skills and knowledge required for managing organisational payroll services and to calculate and process salary payments, group taxation and related payments.

It applies to individuals who are required to establish and manage payroll systems.

Course Outline

www.mentor.edu.au

BSBPMG522 - Undertake project work

This unit describes the skills and knowledge required to undertake a project. It covers developing a project plan, administering and monitoring the project, finalising the project and reviewing the project.

This unit applies to individuals who play a significant role in ensuring a project meets timelines, quality standards and budgetary limits set for the project.

BSBWOR501 - Manage personal work priorities and professional development

This unit describes the skills and knowledge required to create systems to organise information and prioritise tasks.

BSBWOR502 - Lead and manage team effectiveness

This unit describes the skills and knowledge required to lead teams in the workplace and to actively engage with the management of the organisation.

It applies to individuals working at a managerial level who facilitate work teams and build a positive culture within their work teams.

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

Mentor Education
1A Scotia Grove
South Yarra
Melbourne, VIC 3141
Australia

Phone

Aust: 1300 306 146
Int: +61 3 8317 2900

Fax

1300 366 170

Email

service@mentor.edu.au

Web

www.mentor.edu.au



www.mentor.edu.au