



## Diploma of Business

(BSB50215)

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Course Overview


  
Mentor  
education

RTO 21683

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# 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 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.

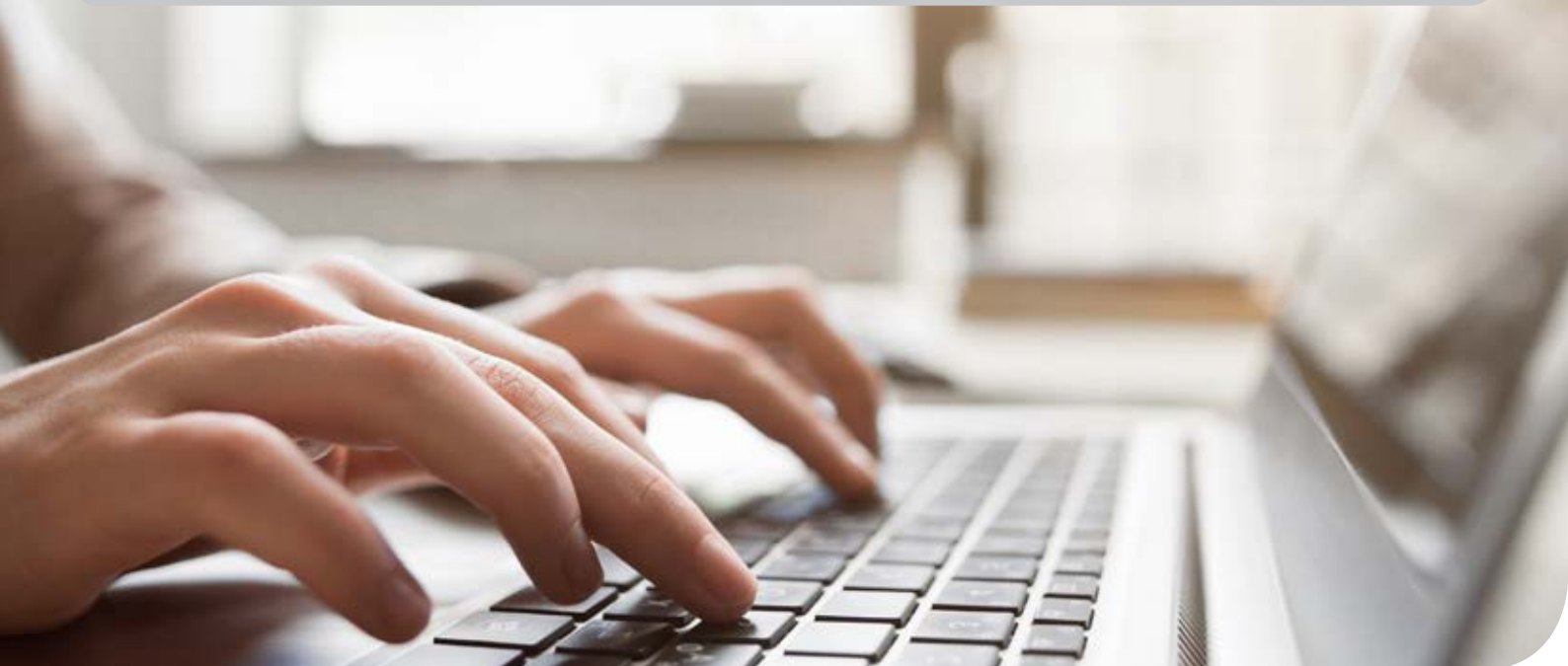
Building on the strong relationships we develop with learners completing our courses, our industry experts are available by arrangement to provide ongoing mentoring on an individual or organisation-wide basis. Learners can also benefit from access to current industry information through our state-of-the-art 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.



<b>Skill Set name</b>	Diploma in Business
<b>Skill Set code</b>	BSB50215
<b>Delivery options</b>	Online Learning
<b>Skill Set duration</b>	Up to 2 years
<b>Assessments</b>	Short answer written assignments
<b>Nationally recognised</b>	Yes
<b>Potential jobs</b>	
<ul style="list-style-type: none"><li>• Office Manager</li><li>• Team Leader</li></ul>	<ul style="list-style-type: none"><li>• Administration Ocer</li><li>• Project Ocer</li></ul>

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The Diploma of Business (BSB50215) is the minimum entry requirement for those starting a business, new to management or transferring to a senior position in an organisation.

In this ever-changing marketplace, employers are increasingly looking for candidates who are equipped to meet the challenges of being a successful manager or business person, and graduate at the leading edge of their field.

## Entry requirements

This is an open entry course with no pre-requisite qualifications. In order for participants to successfully complete this course, it is recommended they have a strong grasp of computer, literacy and numeracy skills.

## Who Should Enrol?

The program particularly suitable for candidates seeking to start a business or currently working in management roles who are seeking a formal qualification to enhance and confirm their existing knowledge and skills.

The course can be tailored to meet the needs of industry groups.

## Course Outcomes

The Diploma of Business is a nationally recognised qualification from the Business Services Training Package which complies with the Australian Qualifications Framework standard.

### Successful completion will help you to:

- Achieve the latest business qualification that will equip you to undertake business and management roles.

Become proficient in administration, finance, innovation, HRM and marketing.

## Assessment

Assessment tasks may be a combination of:

- Short answer questions
- Case study and scenario responses
- Projects, Portfolio
- Role Plays
- Practical Demonstration
- Journal and Self-reflection exercises

# Course Outline

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This course comprises four subjects (inclusive of 8 business units) that leads to the Diploma of Business (BSB50215).

Code	Unit Title
<b>DB 1 - Administration and Finance</b>	
BSBADM504	Plan and Implement Administrative Systems
BSBADM405	Report on financial activity
<b>DB 2 - Innovation</b>	
BSBINN502	Build and Sustain an Innovative Work Environment
BSBEBU401	Review and Maintain A Website
<b>DB 3 - Human Resource Management</b>	
BSBHRM501	Manage Human Resources Services
BSBHRM506	Manage Recruitment Selection and Induction Processes
<b>DB 4 - Marketing</b>	
BSBMKG501	Identify and Evaluate Marketing Opportunities
BSBMKG514	Implement and Monitor Marketing Activities

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## Units of Competency Summary

### Core Units

BSBADM504	Plan and Implement Administrative Systems
BSBADM405	Report On Financial Activity
BSBINN502	Build and Sustain an Innovative Work Environment
BSBEBU401	Review and Maintain A Website
BSBHRM501	Manage Human Resources Services
BSBHRM506	Manage Recruitment Selection and Induction Processes
BSBMKG501	Identify and Evaluate Marketing Opportunities
BSBMKG514	Implement and Monitor Marketing Activities



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## Units of Competency

### **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.

### **BSBFIA402 - Report on Financial Activity**

This unit describes the skills and knowledge required to report financial activity in response to client requests and the completion of financial reports.

This unit applies to individuals who contribute financial skills and knowledge to address reporting requirements of clients and legal authorities.

### **BSBINN502 - Build and Sustain an Innovative Work Environment**

This unit describes the skills and knowledge required to create an environment that enables the application of innovative practices across all areas of work.

It applies to individuals working in leadership or management roles in any industry or community context.

### **BSBEBU401 - Review and Maintain A Website**

This unit describes the skills and knowledge required to review website content and update and maintain a website.

It applies to individuals who have knowledge of the relationship between a website and an organisation and be able to perform basic updates to a website.

### **BSBHRM501 - Manage Human Resources Services**

This unit describes the skills and knowledge required to plan, manage and evaluate the delivery of human resource services.

It applies to individuals with responsibility for coordinating a range of human resource services across an organisation.



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### **BSBHRM506 - Manage Recruitment Selection and Induction Processes**

This unit describes the skills and knowledge required to manage recruitment selection and induction processes in accordance with organisational procedures.

It applies to individuals who take responsibility for selecting new staff and orientating those staff in their new positions.

### **BSBMKG501 - Identify and Evaluate Marketing Opportunities**

This unit describes the skills and knowledge required to identify, evaluate and take advantage of marketing opportunities.

It applies to individuals working in a marketing or advertising role.

### **BSBMKG514 - Implement and Monitor Marketing Activities**

This unit describes the skills and knowledge required to apply and observe marketing plan objectives.

It applies to individuals who possess theoretical knowledge in advertising management and demonstrate a range of managerial skills.

## 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 Classroom

Face-to-face class-room workshop is the fastest way to achieve your RG146 or similar qualification. Conducted either face to face or via video conference and facilitated by industry professionals skilled at making the workshop experience interactive, incorporating real life examples of today's market place.

### 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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**Phone**

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Int: +61 3 8317 2900

**Fax**

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