



Hamro Institute of
Business Technology

Hamro Institute of Business Technology Pty Ltd (trading as Hamro College)

Certificate IV in Business

National Code: BSB40215; **CRICOS Code:** 086993J

Description:

This qualification reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of problems, and analyse and evaluate information from a few sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.

Entry requirements

1. English language/literacy/numeracy requirements:

International students applying either off-shore or on-shore will require:

- i) either a minimum IELTS test score of 5.5 or 65 score in TOEFL or equivalent; results older than two years are not acceptable, **OR**
- ii) to provide evidence that they have studied in English for at least five years in Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States, **OR**
- iii) to successfully complete Hamro College's language and numeracy test conducted on in Hamro College campus (for onshore international students from Level 1 and 2 countries only)

2. Academic requirements:

For entry into the Certificate IV level, both international and domestic students should have satisfactorily completed the equivalent of Australian Year 11 or Certificate III or higher. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

3. Age requirements:

International students must be 18 years of age or above at the time of their course commencement at the Institute. In case of domestic students, if the applicant has not completed Year 11 or Certificate III or higher, the applicant must successfully complete Hamro College's language and numeracy test, be aged 18 or over and demonstrate through an enrolment interview, either in person or by phone, that they have the skills and ability to succeed in their chosen course.

Address: Level 2, 133-135 Oxford St
Bondi Junction NSW 2022
Ph +61 2 8065 2990

ABN: 49 151 579 341; RTO 40706
CRICOS 03360G

V 2.0

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Course structure:

This course is delivered in 30 weeks (2.5 terms), including 5 weeks of term breaks and holidays. Students will need to complete 10 units (1 core and 9 elective) of competency to attain the qualification.

Unit Code	Unit Name
	Core
BSBWHS401	Implement and monitor WHS policies, procedures and program to meet legislative requirements
	Elective
BSBCUS401	Coordinate implementation of customer service strategies
BSBCUS402	Address customer needs
BSBRSK401	Identify risk and apply risk management strategies
BSBITA401	Design databases
BSBITU401	Design and develop complex text documents
BSBLED401	Develop teams and individuals
BSBMKG413	Promote products and services
BSBITU402	Develop and use complex spreadsheets
BSBWRT401	Write complex documents

Career prospects/ vocational outcomes:

This course is designed to enable students to develop the skills and knowledge that are essential in today's challenging business world. Students successfully finishing the Certificate IV in Business can seek employment as a small business manager, team leader, coordinator and supervisor. They can also gain entry points to the Diploma of Business or equivalent.

Preferred pathways to the qualification:

- After achieving the BSB30115 Certificate III in Business or other relevant qualification/s
- Providing evidence of competency in the units required for the BSB30115 Certificate III in Business or other relevant qualification/s
- With some vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams without a formal business qualification



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Preferred pathways from the qualification:

Participants are provided with advice on employment and training options during their program. After achieving this qualification candidates may undertake Diploma level qualifications within the BSB07 Business Service Training Package, or other Training Packages.

Training pathway:

Certificate IV	Diploma	Advanced Diploma
BSB40215 Certificate IV in Business	BSB50215 Diploma of Business	BSB60215 Advanced Diploma of Business

Course delivery:

Students appear in face-to-face tuition of a minimum of 15 hours within an institution-based environment and on-line of 5 hours per week from home or other locations. Delivery of this qualification will combine theory-based material and practical sessions involving small discussion groups, individual and team activities and practical projects. Throughout the training program participants will be provided with training and resource materials that contain various worksheets, handouts, additional reading materials (where required) and the assessment tasks.

Upon successful completion of this course, students will receive a nationally recognized Certificate IV in Business (BSB40215).

Assessments:

The theoretical components of each unit of competency are classroom based, face-to-face training led whilst the practical components are delivered through observation and practical demonstration. Mode of delivery will be 75% face-to-face and 25% on-line. Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

- Workbook/written questions answers
- Case study/written report
- Projects/written assignments
- Presentations

Course fees:

Total Course Fee: A\$5000

Please note that course money may change during a student's enrolment. At least 30 days' notice will be provided to all students when course fees have changed.

Note: It is a requirement that a student must have OSHC cover for the duration of their Visa.

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Delivery site: Level 2, 133-135 Oxford St, Bondi Junction, NSW 2022, Australia

ESOS framework:

The ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007) protect overseas students and uphold high quality standards of education within Australian Education Institutions. For further information about the ESOS Act and the National Code please refer to: <https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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