



Hamro Institute of  
Business Technology

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

## Diploma of Business

**National code:** BSB50215; **CRICOS code:** 087275J

### Description:

This course has been designed to reflect the role of individuals with substantial experience in a range of settings and who are seeking to further develop their skills across a wide range of business functions. This qualification is suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.

### Entry requirements:

#### 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)

### Academic requirements:

For entry into the Diploma level, both international and domestic students should have satisfactorily completed the equivalent of Australian Year 12 or Certificate IV or higher. The entry requirement can be met by evidence of equivalent competency to either of the above through recognition of prior learning (RPL).

### 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 12 or Certificate IV 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.

### Course structure:

The course is delivered in 60 weeks (five terms), including ten weeks of term breaks and holidays. Students will need to complete 18 units (one core and 17 elective) of competency to attain the qualification.

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

**ABN:** 49 151 579 341; RTO 40706  
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<b>Stage 1 (Certificate IV units; 30 weeks)</b>	
BSBWHS401	Implement and monitor WHS policies, procedures and program to meet legislative requirements (core)
BSBCUS401	Coordinate implementation of customer service strategies (elective)
BSBCUS402	Address customer needs (elective)
BSBRSK401	Identify risk and apply risk management processes (elective)
BSBITA401	Design databases (elective)
BSBITU401	Design and develop complex text documents (elective)
BSBLED401	Develop teams and individuals (elective)
BSBMKG413	Promote products and services (elective)
BSBITU402	Develop and use complex spreadsheets (elective)
BSBWRT401	Write complex documents (elective)
<b>Stage 2 (Diploma units; 30 weeks)</b>	
BSBADM506	Manage business document design and development (elective)
BSBRSK501	Manage risk (elective)
BSBPMG522	Undertake project work (elective)
BSBMKG501	Identify and evaluate marketing opportunities (elective)
BSBHRM506	Manage recruitment selection and Induction processes (elective)
BSBWOR501	Manage personal work priorities and professional development (elective)
BSBLED502	Manage programs that promote effectiveness (elective)

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## **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 Diploma of Business can seek employment as a small business manager, team leader, coordinator and supervisor. They can also gain entry points to the Advanced Diploma of Business or equivalent or high education qualifications under articulation arrangements with King's Own Institute (KOI), Sydney.

## **Preferred pathways for the qualification:**

- Certificate IV in Business or other relevant qualification/s
- Providing evidence of competency in units required for Certificate IV in Business or other relevant qualification/s
- With vocational experience in a range of work environments in support roles but without qualification

After achieving this qualification candidates may undertake Advanced Diploma level qualifications within the BSB Business Service Training Package, or other Training Packages.

## **Course delivery:**

Students appear in face-to-face tuition of a minimum of 20 hours per week within an institution-based environment. 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 Diploma of Business (BSB50215).

## **Assessments:**

The theoretical components of each unit of competency are class room based, face-to-face training led whilst the practical components are delivered through observation and practical demonstration. 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\$10000

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*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.

## **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 on the ESOS Act and the National Code, please refer to: <https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

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