



Hamro Institute of
Business Technology

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

Advanced Diploma of Business

National code: BSB60215; **CRICOS code:** 087535E

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 can apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They can provide substantial leadership and guidance to others with very limited supervision from 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 Advanced Diploma level, both international and domestic students should have satisfactorily completed the equivalent of Australian Year 12 or Diploma 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 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.

Pathways to and from the qualification:

Participants will be provided with advice on employment and training options during their program. After achieving this qualification candidates may be eligible to undertake a Bachelor's degree in Business or equivalent degree under articulation arrangements with King's Own Institute (KOI), Sydney.

Employment pathway:

Employment outcomes resulting from the completion of this course may include the following roles:

- Senior executive project officer Senior administrator

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

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Course structure:

The course is delivered over 60 weeks (ten terms), including 10 weeks of term breaks and holidays. Students will need to complete 26 units (one core and 27 elective) of competency to attain the qualification (see next page).

Stage 1 (Certificate IV units; 30 weeks)	
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)
Stage II (Diploma units; 30 weeks)	
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)
BSB WOR501	Manage personal work priorities and professional development (elective)
BSBLED502	Manage programs that promote effectiveness
Stage III (Advanced Diploma units; 60 weeks)	
BSBINM601	Manage knowledge and information (elective)
BSBADV604	Execute an advertising campaign (elective)
BSBMKG605	Evaluate international marketing opportunities (elective)
BSBADV603	Manage advertising production (elective)
BSBMKG608	Develop organizational marketing objectives (elective)
BSBWRK510	Manage employee relations (elective)
BSBMGT616	Develop and implement strategic plans (elective)
BSBFIM601	Manage finances (elective)



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Course delivery:

Students appear in face-to-face tuition of a minimum of 15 hours per week within an institution-based environment and 5 hours of on-line delivery. 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 Advanced Diploma of Business (BSB60215).

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. 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\$20,000

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

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