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 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, domestic students should have satisfactorily completed the equivalent of Australian Year 11 or Certificate III or higher, while the international students should have 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).

3. Age requirements:

   International students should normally be 18 years of age or above at the time of their course commencement at the Institute. For under 18 students, they should have acceptable arrangements for their accommodation, support and general welfare for the duration of the student visa or until they turn 18 (whichever happens first) as per the ESOS Act and National Code. 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.
Course structure:
This course is delivered in 52 weeks (4.0 terms), including 12 weeks of term breaks and holidays. Students will need to complete 10 units (1 core and 9 elective) of competency to attain the qualification.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Core</strong></td>
</tr>
<tr>
<td>BSBWH5401</td>
<td>Implement and monitor WHS policies, procedures and program to meet legislative requirements</td>
</tr>
<tr>
<td></td>
<td><strong>Elective</strong></td>
</tr>
<tr>
<td>BSBUS5401</td>
<td>Coordinate implementation of customer service strategies</td>
</tr>
<tr>
<td>BSBUS5402</td>
<td>Address customer needs</td>
</tr>
<tr>
<td>BSBRSK5401</td>
<td>Identify risk and apply risk management strategies</td>
</tr>
<tr>
<td>BSBITA5401</td>
<td>Design databases</td>
</tr>
<tr>
<td>BSBITU5401</td>
<td>Design and develop complex text documents</td>
</tr>
<tr>
<td>BSBLED5401</td>
<td>Develop teams and individuals</td>
</tr>
<tr>
<td>BSBMKG5413</td>
<td>Promote products and services</td>
</tr>
<tr>
<td>BSBITU5402</td>
<td>Develop and use complex spreadsheets</td>
</tr>
<tr>
<td>BSBWRT5401</td>
<td>Write complex documents</td>
</tr>
</tbody>
</table>

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
Preferred pathways from the qualification:

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

Training pathway:

<table>
<thead>
<tr>
<th>Certificate IV</th>
<th>Diploma</th>
<th>Advanced Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB40215 Certificate IV in Business</td>
<td>BSB50215 Diploma of Business</td>
<td>BSB60215 Advanced Diploma of Business</td>
</tr>
</tbody>
</table>

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$10000

*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:**