

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 will be working under the supervision of senior managers or administrators. They can analyse and evaluate information from a few sources and may provide solutions to a defined range of problems.

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**

2. Academic requirements:

For entry into this qualification, international students should have completed Australian Year 12 equivalent or Certificate IV or higher, and the domestic students should have completed Australian Year 11 equivalent or Certificate III or higher. The entry requirement can also 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. 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 qualification is delivered in 52 weeks (four 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 this 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
BSBRK401	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 an entry-level job in relevant business industries. They can also gain entry into the Diploma of Business or equivalent.

Preferred pathways to the qualification:

- After achieving 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:

After completing this qualification, participants may seek relevant employment opportunities, or any training options. After achieving this qualification candidates may undertake Diploma level qualifications within BSB Business Service Training Package, or other relevant 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 learning 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) qualification.

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 learning. Each unit of competency involves assessment tasks conducted in a range of contexts. Assessment methods include:

- Written questions answers
- Case study/written report
- Projects/written assignments
- Presentations/observations

Course fees:

Total Course Fee: A\$10000 (A\$2500 per term)

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 an international student must have a valid health insurance 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 about the ESOS Act and the National Code please refer to:

<https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>