

2021 DOMESTIC COURSE GUIDE



HIVE
HAMPTON INSTITUTE OF
VOCATIONAL EDUCATION

RTO #22341



Welcome!

HIVE – Hampton Institute of Vocational Education (formerly TBST - Total Business Services and Training) has been helping learners achieve their career aspirations for over 10 years.

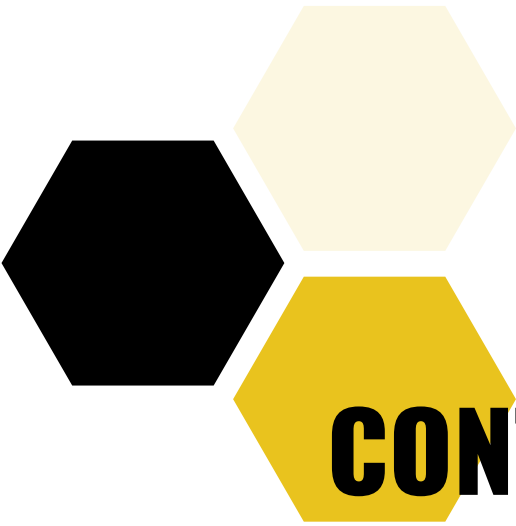
We pride ourselves on good old fashioned exceptional service delivery, ensuring that when it comes to our learners journey we are at the forefront of modern learning.

Our job is to make sure that when you receive a nationally recognised qualification with a HIVE logo, your industry knows that you hold current skills, knowledge and are job ready.

At HIVE, we put our learners at the center of what we do. We take pride in the role we play in achieving your learning goal.

We offer courses in the hospitality, aged care, animal services, finance, leadership and management and community service industries. Eligible students may have access to government funding for their studies.

*Eligibility criteria applies.



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WHO WE ARE

HIVE is a nationally accredited Registered Training Organisation (check out our details here <https://training.gov.au/Organisation/Details/22341>)

We successfully design and deliver nationally recognised qualifications. We offer short courses and qualifications from Certificate III Level all the way to an Advanced Diploma level.

Our trainers are industry professionals who are experts in their field and are here to support you throughout your tailored learning journey.



“

Super proud of my achievements but not without the outstanding support, encouragement, professional knowledge and motivational encouragement from the A+ Team at HIVE.

Sam

“

What I didn't know, was what HIVE taught me. There are so many more aspects to bookkeeping than what I had been doing in my working career.

Jo





Qualified Trainers

with up to date industry-
relevant experience



Flexible Learning

classroom-based, distance
learning & workplace-based



Budget Friendly

Eligible students may access
government funding subsidies

Flexible payment options available
for all learners



- We take your learning journey seriously.
- HIVE trainers and assessors are working in the industry and are up to date with the latest and innovative insights. Therefore your learning experience will prepare you for your career.
- We have got you covered with a range of flexible modes of delivery, such as, classroom based, distance learning, workplace based or a combination of these.
- We also have over 10 years' experience as a registered training organisation. If you want to be your best, you have to learn from the best!



GOVERNMENT FUNDING*

Skills First Program

Visit <https://www.hive.edu.au/learner-information/> for more details.

HIVE (RTO #22341) has been offered the opportunity by the Victorian and Federal Government to be one of the very few providers to provide Government Funded Training Courses via Skills First Program, and this saves learners thousands of dollars off the usual course price.

Eligibility for a Victorian Government subsidised place via the Skills First Program is available if you live in Victoria, and you meet the government's citizenship/residence requirements, and you meet the following criteria.

To be eligible, an individual must meet the general citizenship/residency requirements and Victorian Training Guarantee requirements as follows:

To meet general citizenship/residency eligibility requirements, an individual must be:

- An Australian citizen, or
- A New Zealand citizen, or
- A holder of a permanent visa
- An Asylum Seeker referred to training as part of the Asylum Seeker VET program.

To meet the Skills First Program eligibility requirements, an individual must comply with the following criteria:

- You were under 20 years of age on the 1st of January, or
- You are seeking entry into a qualification that is at a higher level than any qualification you currently hold, and
- You can begin up to two Government subsidised courses in one year and do up to two government course at the same time, and

- You can begin up to two subsidised courses at the same qualification level (other than Foundation Skills) in your lifetime, regardless of whether you complete them. There is no lifetime limit on the number of Foundation Skills courses you can begin.

If you are not eligible for a Government subsidised place, your training will be costed by our team.

Applications cannot be deemed eligible for funding under the Skills First Program if the applicant currently holds an Australian qualification equivalent to a Certificate IV or higher-level qualification regardless of the field of study.

Applications may be eligible for funding under the Skills First Program if they currently hold overseas qualifications. Unless the applicant have formal evidence that the overseas qualification has been assessed by the relevant Australian authority and does not have equivalency to an AQF qualification equal to a Certificate IV or high-level qualification regardless of the study. Certified evidence must be provided.

As part of the enrolment application process, you will be asked a series of questions relating to the above. You may be asked to provide relevant evidence to support your responses. You will also be required to sign a declaration attesting to the accuracy of your responses.



Job Trainer Initiative

The Victorian Government has partnered with the Commonwealth Government and invested in the Job Trainer Initiative. The Job Trainer Initiative complements the existing Skills First Subsidy Training.

ELIGIBILITY

- Young people
- Job Seekers

*Prospective learners under this initiative do not require to meet the “Upskilling” or “Two at the level in a life” under the Skills First eligibility requirements.

LIMITATION OF COMMENCEMENT

Under the Job Trainer Initiative, in a student lifetime they can commence:

- One full qualification
- One Skill Set

EVIDENCE REQUIRED

In addition to the sighting and retraining evidence of eligibility requirements the prospective learner will need:

- Proof of Age
- Proof of JobSeeker
 - Valid HCC/Pension Concession Card/ Veterans Gold Card
 - Separation certificate from the employer
 - Letter from employer stating that the prospective learner has been made redundant or will be retrenched.



COURSES

Course Name	Job Trainer Traineeship	Job Trainer Non-Traineeship	Skills First Training & Apprenticeship	Skills First Training Non-Traineeship & Non-Apprenticeship	Fee For Service	
ACM30417 Certificate III in Companion Animal Services					✓	
BSB42015 Certificate IV in Leadership and Management			✓	✓	✓	
BSB51918 Diploma of Leadership and Management			✓	✓	✓	
BSB40420 Certificate IV in Human Resources					✓	
FNS40217 Certificate IV in Accounting and Bookkeeping	✓	✓	✓	✓	✓	
FNS50217 Diploma of Accounting	✓	✓	✓	✓	✓	
FNS50417 Diploma of Payroll Services				✓	✓	
FNS60217 Advanced Diploma of Accounting		✓		✓	✓	
SIT30616 Certificate III in Hospitality					✓	
SIT50416 Diploma of Hospitality Management					✓	

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

*This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

** Eligibility Criteria 1. You must be an Australian Citizen or Permanent Resident or New Zealand Citizen. 2. You must not have completed the same AQF level qualification or higher than the course you wish to enrol in, unless under 20 years of age on 1 January this year. 3. You must not have commenced or be scheduled to commence more than two Victorian Government subsidised courses this year; and 4. You must not be currently enrolled in two or more Victorian Government subsidised courses.

***Traineeship incentives may be applicable on full time/part time basis, subject to eligibility. Enrolment fees apply.

****Disclaimer, whilst COVID-19 restrictions are in place classes may be conducted online.

BUSINESS

For more course information visit
<https://www.hive.edu.au/course-list>

Certificate IV in Leadership and Management

Course Code BSB42015 **Duration** 52 weeks including school holidays



Delivery Classroom | Traineeship | Blended

Funding Type Government Funding available for eligible learners through Skills First program*.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 3 - 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a nationally recognised qualification which reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts.

Future Pathway Upon successful completion of this course, prospective learner can pursue further studies in BSB50420 Diploma of Leadership & Management.

For more info visit:

<https://www.hive.edu.au/course/certificate-iv-in-leadership-and-management-bsb42015/>

Diploma of Leadership and Management

Course Code BSB51918 **Duration** 78 weeks including school holidays



Delivery Classroom | Blended

Funding Type Government Funding available for eligible learners through Skills First program*.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 3 - 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a nationally recognised qualification which reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Future Pathway Upon successful completion of this course, prospective learners can pursue further studies in BSB60420 Advanced Diploma of Leadership & Management.

For more info visit:

<https://www.hive.edu.au/course/diploma-of-leadership-and-management-bsb51918/>

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

**This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

** Eligibility Criteria 1. You must be an Australian Citizen or Permanent Resident or New Zealand Citizen. 2. You must not have completed the same AQF level qualification or higher than the course you wish to enrol in, unless under 20 years of age on 1 January this year. 3. You must not have commenced or be scheduled to commence more than two Victorian Government subsidised courses this year; and 4. You must not be currently enrolled in two or more Victorian Government subsidised courses.

***Traineeship incentives may be applicable on full time/part time basis, subject to eligibility. Enrolment fees apply.

****Disclaimer, whilst COVID-19 restrictions are in place classes may be conducted online.



Certificate IV in Human Resource Management

Course Code BSB40420 **Duration** 52 weeks (inclusive of school holidays)



Delivery Classroom | Blended

Funding Type Government Funding available for eligible learners through Skills First program*.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 3 - 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a nationally recognised qualification which reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts.

Future Pathway Upon successful completion of this course, prospective learners can pursue further studies in BSB50320 Diploma of Human Resource Management.

For more info visit:

<https://www.hive.edu.au/course/certificate-iv-in-leadership-and-management-bsb42015/>

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

*This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

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COMPANION ANIMAL SERVICES

For more course information visit
<https://www.hive.edu.au/course-list>



Certificate III in Companion Animal Services

Course Code ACM30417 **Duration** 52 weeks including school holidays



Delivery

Classroom | Distance with work placement.
 Must be able to complete a minimum of 60 hours work placement.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you have the ability to obtain a Working With Children Check and Police check, complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 2 - 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a nationally recognised course which reflects the role of individuals who apply knowledge and skills in animal care and nutrition, animal wellbeing, workplace information, environment sustainability and work health and safety.

Future Pathway Students who complete this course may wish to continue their education into a range of animal care qualifications.

For more info visit

<https://www.hive.edu.au/course/certificate-iii-in-companion-animal-services-acm30417/>

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

*This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

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FINANCE

For more course information visit
<https://www.hive.edu.au/course-list>



Certificate IV in Accounting and Bookkeeping

Course Code FNS40217 **Duration** 52 weeks including school holidays.

Delivery Classroom | Traineeship | Blended

Funding Type Government Funding available for eligible learners through Skills First program*.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 3 - 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a national recognised qualification which reflects the job roles of workers in the accounting industry, including BAS Agents and contract bookkeepers; and of those employees performing bookkeeping tasks for organisations in a range of industries

Future Pathway Upon successful completion of this course, prospective learners can pursue further studies in FNS50217 Diploma of Accounting.

For more info visit

<https://www.hive.edu.au/course/certificate-iv-in-accounting-and-bookkeeping-fns40217/>

Diploma of Accounting

Course Code FNS50217 **Duration** 52 weeks including school holidays.

Delivery Classroom | Traineeship | Blended

Funding Type Government Funding available for eligible learners through Skills First program*.

Prerequisites

- Completion of FNSSS00014 Accounting Principles Skill Set, or;
- Completion of FNS40217 Certificate IV in Accounting and Bookkeeping or equivalent;
- It is a requirement that you complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a nationally recognised qualification which reflects professional accounting job roles in financial services and other industries, including tax agents, accounts payable and accounts receivable officers, payroll service providers, and employees performing a range of accounting tasks for organisations in a range of industries.

Future Pathway Upon successful completion of this course, prospective learners can pursue further studies in FNS60217 Advanced Diploma of Accounting.

For more info visit

<https://www.hive.edu.au/course/diploma-of-accounting-fns50217/>



*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

*This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

** Eligibility Criteria 1. You must be an Australian Citizen or Permanent Resident or New Zealand Citizen. 2. You must not have completed the same AQF level qualification or higher than the course you wish to enrol in, unless under 20 years of age on 1 January this year. 3. You must not have commenced or be scheduled to commence more than two Victorian Government subsidised courses this year; and 4. You must not be currently enrolled in two or more Victorian Government subsidised courses.

***Traineeship incentives may be applicable on full time/part time basis, subject to eligibility. Enrolment fees apply.

****Disclaimer, whilst COVID-19 restrictions are in place classes may be conducted online.

Diploma of Payroll Services



Course Code FNS50417 **Duration** 52 weeks including school holidays.

Delivery Classroom | Blended

Funding Type Government Funding available for eligible learners through Skills First program*.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 3 - 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a nationally recognised qualification which reflects the job roles of workers who perform payroll administration and payroll management tasks in a variety of industries.

Future Pathway Students who complete this course continue their education into a range of Advanced Diploma qualifications relevant to accounting, or progress towards a Bachelor of Accounting qualification.

For more info visit

<https://www.hive.edu.au/course/diploma-of-payroll-services-fns50417/>



Advanced Diploma of Accounting

Course Code FNS60217 **Duration** 78 weeks including school holidays.

Delivery Classroom | Blended

Funding Type Government Funding available for eligible learners through Skills First program*.

Prerequisites

- Completion of FNSSS00014 Accounting Principles Skill Set and FNSSS00015 Advanced Accounting Principles Skill Set, or;
- Completion of FNS50215 Diploma of Accounting, or;
- Completion of FNS50217 Diploma of Accounting.
- It is a requirement that you complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 4 - 5).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office or equivalent

This is a nationally recognised qualification which reflects the role of individuals working in accounting and seeking professional recognition, including tax agents, accounts managers and business analysts; and to employees performing a range of accounts management tasks for organisations in a range of industries.

Future Pathway Upon successful completion of this course, prospective learners can pursue further studies in BSB61015 Advanced Diploma of Leadership and Management, which supports career progression up to an MBA.

For more info visit

<https://www.hive.edu.au/course/advanced-diploma-of-accounting-fns60217/>

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

*This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

** Eligibility Criteria 1. You must be an Australian Citizen or Permanent Resident or New Zealand Citizen. 2. You must not have completed the same AQF level qualification or higher than the course you wish to enrol in, unless under 20 years of age on 1 January this year. 3. You must not have commenced or be scheduled to commence more than two Victorian Government subsidised courses this year; and 4. You must not be currently enrolled in two or more Victorian Government subsidised courses.

***Traineeship incentives may be applicable on full time/part time basis, subject to eligibility. Enrolment fees apply.

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HOSPITALITY

For more course information

<https://www.hive.edu.au/course-list>

Certificate III in Hospitality



Course Code SIT30616 **Duration** 52 weeks including school holidays.

Delivery

Classroom | Distance with work placement.

Must be able to complete a minimum of 60 hours work placement.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you have the ability to obtain a Police check, complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 3).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office 365 or equivalent

This is a nationally recognised qualification which reflects the role of commercial cooks who use a wide range of well-developed cookery skills and sound knowledge of kitchen operations to prepare food and menu items.

Future Pathway Upon successful completion of this course, prospective learners can pursue further studies in SIT40416 Certificate IV in Hospitality.

For more info visit <https://www.hive.edu.au/course/certificate-iii-in-hospitality-sit30616/>

Diploma of Hospitality Management



Course Code SIT50416 **Duration** 78 weeks including school holidays.

Delivery

Classroom | Distance with work placement. Must be able to complete a minimum of 12 x 6 hour shifts.

Prerequisites

There are no academic prerequisites. However, it is a requirement that you have the ability to obtain for a Police check, complete a pre-training review interview and a Language, Literacy & Numeracy Test (ACSF Level 4).

Course Requirements

- Laptop or PC (Either PC or Mac)
- Internet access
- Email Account
- Access to Microsoft Office 365 or equivalent

This is a nationally recognised qualification which reflects the role of highly skilled senior operators who use a broad range of hospitality skills combined with managerial skills and sound knowledge of industry to coordinate hospitality operations.

Future Pathway Upon successful completion of this course, prospective learners can pursue further studies in SIT60316 Advanced Diploma of Hospitality Management

For more info visit <https://www.hive.edu.au/course/diploma-of-hospitality-management-sit50416/>

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

*This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

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***Traineeship incentives may be applicable on full time/part time basis, subject to eligibility. Enrolment fees apply.










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COURSE FEES

For more course information

<https://www.hive.edu.au/course-list>



Course Name		Flexible Fee for Service Payment	Government Funding	Payment Plan
ACM30417	Certificate III in Companion Animal Services	 \$1799.50	-	
BSB42015	Certificate IV in Leadership and Management	 \$2550.00	\$350.00 (traineeship only)	
BSB51918	Diploma of Leadership and Management	 \$3390.00	\$800.00	
BSB40420	Certificate IV in Human Resources	 \$2550.00	-	
FNS40217	Certificate IV in Accounting and Bookkeeping	 \$2550.00	\$330.00 (traineeship only)	Monthly installment payment options available
FNS50217	Diploma of Accounting	 \$3390.00	\$800.00	
FNS50417	Diploma of Payroll Services	 \$3390.00	\$800.00	
FNS60217	Advanced Diploma of Accounting	 \$3750.00	\$900.00	
SIT30616	Certificate III in Hospitality	 \$1196.29	-	
SIT50416	Diploma of Hospitality Management	 \$1806.00	-	

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

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***Traineeship incentives may be applicable on full time/part time basis, subject to eligibility. Enrolment fees apply.

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OUR OFFICE IN PORT MELBOURNE

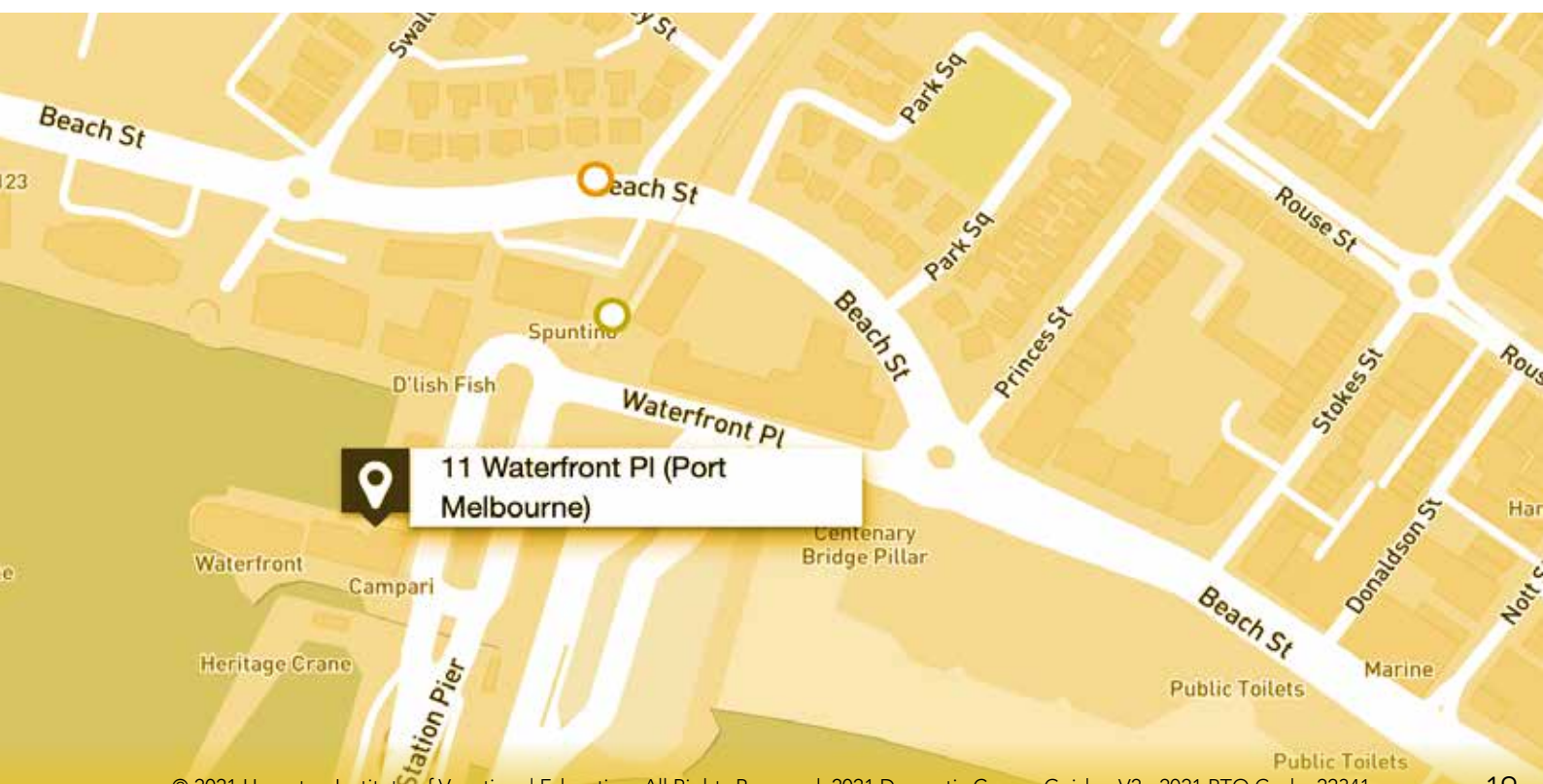
NOTE: 1 Station Pier is located behind 11 Waterfront Place.

There are several ways of reaching our training facilities via public transport including:

- Tram No. 109 (Port Melbourne) to Beacon Cove / Light Rail #129
- Any train to Southern Cross Station - exit to Collins Street and catch the 109 (Port Melbourne) tram
- Bus route 236 (Garden City - Queen Victoria Market via City) to Port Melbourne Station / Beach Street..

If you are not familiar with public transport, you may view the Public Transport Victoria Website (www.ptv.vic.gov.au) to help plan your journey.

This will provide you with step-by-step instructions on how to get from your home to our training offices.



SHORT COURSES

For more course information visit
<https://www.hive.edu.au/course-list/>



MYOB Course Fees		Fee for Service Payment	Eligible for Government Funding	
Single	MYOB Fundamentals	\$299	✓	
Single	MYOB Advanced	\$219	✓	
Single	MYOB Payroll	\$149	✓	Monthly instalment payment options available
Double	MYOB Fundamentals + Advanced	\$518	✓	
Double	MYOB Fundamentals + Payroll	\$448	✓	
Double	MYOB Advanced + Payroll	\$368	✓	
Triple	MYOB Fundamentals, Payroll + Advanced	\$667	✓	

MYOB – Fundamentals

This self-paced course is designed for learners who wish to gain a comprehensive knowledge of the MYOB package’s functions and features and how it can be used in their business. Whether you are starting a new business, manage a current business, working as a bookkeeper, or want to increase your employment skills, this MYOB Distance Learning Course is designed for you.

The MYOB Fundamentals course will give you the knowledge you need to get started in using MYOB, and develop your skills across accounts, balances, inventory, purchasing, invoicing, cheques, reconciliation, reporting, GST and BAS.

For more info visit
<https://www.hive.edu.au/course/myob-fundamentals/>

MYOB – Advanced

This self-paced course is designed for learners who wish to gain advanced knowledge of the MYOB package.

The MYOB Advanced course looks at setting up payroll and employees, conducting a payrun, entitlements, electronic payroll and end-of-year payroll.

For more info visit
<https://hive.edu.au/course/myob-advanced/>

MYOB – Payroll

This self-paced course is designed for learners who wish to gain a comprehensive knowledge of the MYOB package’s payroll functions and features and how it can be used in their business.

The MYOB Payroll course focuses on the intricacies of payroll - customisation, security, petty cash, credit cards, POS, assets, data exports, and monthly / yearly reports

For more info visit
<https://hive.edu.au/course/myob-payroll/>

*Fee concession available for prospective learners eligible for Government Funding - Skills First Program. This training is delivered with Victorian and Commonwealth Government funding. HIVE encourages individuals with disabilities to access training subsidised through the Skills First Program. People with disabilities are encouraged to apply for this training.

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SHORT COURSES - SKILL SETS

For more course information visit

<https://www.hive.edu.au/course-list/>

Accounting Principles Skill Set

Skill Set FNSSS00014 **Duration** 36 weeks (inclusive of school holidays)

Fees \$1,640 | Monthly instalment payment option available

Delivery Classroom | Blended

Prerequisites

Whilst this course has no units of competency as prerequisites, this course is only available for people that have industry experience or are working in the financial services industry.

Course Requirements

- Computer and Printer access (either PC or Apple Mac)
- Intermediate to Advanced Computer Literacy
- Internet access
- Email Account
- Access to the Microsoft Office suite of programs

Future Pathway The units of competency in this Skill Set provide credit toward FNS40217 Certificate IV in Accounting and Bookkeeping. Completion of this FNSSS00014 Accounting Principles Skill Set is an entry requirement for FNS50217 Diploma of Accounting; and a partial entry requirement for FNS60217 Advanced Diploma of Accounting.

For more info visit

<https://hive.edu.au/course/accounting-principles-skill-set-fnsss00014/>



BAS Agent Registration Skill Set

Skill Set FNSSS00004 **Duration** 16 weeks (inclusive of school holidays)

Fees \$460

Delivery Classroom | Blended

Prerequisites

Whilst this course has no units of competency as prerequisites, this course is only available for people that have industry experience or are working in the financial services industry.

Course Requirements

- Computer and Printer access (either PC or Apple Mac)
- Intermediate to Advanced Computer Literacy
- Internet access
- Email Account
- Access to the Microsoft Office suite of programs

The BAS Agent Skill Set course incorporates the practical elements that will equip learners with the necessary units required for BAS Agent Registration. This course is designed to reflect accounting jobs and other industries requiring accounting support functions and the roles of contract bookkeepers and employees performing bookkeeping tasks. You have the ability to complete this course using either MYOB or XERO accounting software which ensures you are able to hit the ground running as soon as you complete.

Future Pathway The units of competency in this Skill Set provide credit toward FNS40217 Certificate IV in Accounting and Bookkeeping.

For more info visit

<https://www.hive.edu.au/course/bas-agent-registration-skill-set-fnsss00004/>



SHORT COURSES - HOSPITALITY

For more course information visit

<https://www.hive.edu.au/course-list/>

Barista

Duration 4 hours

Fees \$49

Delivery 2 hours distance learning, 2 hours practical

Your training will be delivered from one of Melbourne's finest restaurants in the heart of Port Melbourne, Waterfront on the Pier. You will learn how to make different types of coffee and embrace the essence of a true Melbournian as you take in the breathtaking views of the bay.

There is no better way to learn about a classic Melbourne institution at a classic space in Melbourne.

Please note that strict measures have been implemented for the practical component to ensure COVID safety.

For more info visit

<https://www.hive.edu.au/course/barista/>

Responsible Service of Alcohol (RSA)

Duration 4.5 hours

Duration \$49

Delivery 4 hours distance learning, 0.5hrs assessment

The RSA course will teach you how to identify and manage situations that arise from excessive alcohol intake. The course is delivered by a Victorian Commission of Gambling and Liquor Regulation (VCGLR) approved trainer and assessor who is an industry expert. Upon completing the course, you will receive a certificate of completion and will be approved by the Victorian Commission of Gambling and Liquor Regulation (VCGLR) to work in a venue that sells, offers or serves alcohol, in nightclubs and behind bars.

This course is also delivered from industry partners premises at Waterfront on the Pier.

This RSA can be a great stepping stone into the hospitality industry or great way to develop your skills to be a more versatile employee.

For more info visit

<https://www.hive.edu.au/course/responsible-service-of-alcohol/>

*Eligibility Criteria Applies. Visit <http://www.hive.edu.au>.

**Disclaimer, whilst COVID-19 restrictions are in place classes will be conducted online.



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