



BSB20115 Certificate II in Business

This program provides students with knowledge and skills, which may lead to work in a number of business or administration roles.

National or State Accreditation

National

Course Aims

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Contribution to VCAL/VCE

VCAL: One credit towards a VCAL learning program is awarded on successful completion of 90 nominal hours of accredited VET curriculum.

VCE: Students who complete this program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake **scored assessment** for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study. Where a student elects not to receive a study score for VCE VET Business, no contribution to the ATAR will be available. *Please note: The student must already have English and three other fully scored VCE/VET subjects to create the primary four.*

Potential Pathways

- Certificate III in Business
- Certificate III in Business Administration (Medical)
- Certificate IV in Business
- Diploma of Business

Potential Occupations

- Administration assistant / receptionist
- Clerical worker
- Data entry operator
- Information desk clerk
- Office junior

Additional Requirements/Information

Students will be required to complete 5 days' work placement during semester two.

Occupational Health & Safety

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the program.

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.

Cluster Provider

Ballarat Group Training
14 Hill Street, Ballarat

Registered Training Organisation

Ballarat Group Training

RTO Code

3683

Program Length

2 years

Day and Time

1st year – Thursday 1:45pm to 5:00pm

2nd year – Tuesday 1:45pm to 5:00pm

Program Material Costs (approximate only)

1st year – \$105

2nd year – \$105

Structured Workplace Learning

Strongly recommended – 80 hrs minimum over total program

Outcomes

Satisfactory completion of this two-year program entitles the student to a BSB20115 Certificate II in Business, with selected units of competency from BSB30115 Certificate III in Business. This is not a full BSB30115 Certificate III in Business.

Enrolment Type

VES

1st year Units of Competency

BSBWH5201	Contribute to health and safety of self and others
BSBCU5201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBCMM201	Communicate in the workplace
BSBINM201	Process and maintain workplace information
BSBINN201	Contribute to workplace innovation
BSBITU201	Produce simple work processed documents
BSBITU202	Create and use spreadsheets
BSBUSU201	Participate in environmentally sustainable work practices
BSBWOR203	Work effectively with others

2nd year units of competency

BSBCU5301	Deliver and monitor a service to customers
BSBINM301	Organise workplace information
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development

