

4.5 BSB20115 - Certificate II in Business

RTO Registration # 40548



Twelve Units of Competency are required to achieve this qualification over a one year period:

BSBWHS201 Contribute to health and safety of self and others [15 Nominal Hours-Core]
BSBIND201 Work effectively in a business environment [20-Elective]
BSBINM201 Process and maintain workplace information [20-E]
BSBWOR202 Organise and complete daily work activities [15-E]
BSBCMM201 Communicate in the workplace [30-E]
BSBWOR203 Work effectively with others [20-E]
BSBWOR204 Use business technology [30-E]
BSBPRO301 Recommend products and services [20-E]
BSBITU212 Create and use spreadsheets [20-E]
BSBITU213 Use digital technologies to communicate remotely [20-E]
BSBSUS201 Participate in environmentally sustainable work practices [10-E]
ICTWEB201 Use social media tools for collaboration and engagement [20-E]



This qualification will enable you to gain practical skills and knowledge in:

- Provide basic administrative support within an office environment
- Word processing, use of spread sheets and business correspondence
- How organisations develop and distribute their products and services
- Working and communicating as part of a team
- Operating general office equipment
- Use of digital technologies and social media tools for communicating

This VET qualification provides you with basic employment skills and is mainly used as a stepping-stone for higher level courses.

N.B. A certificate will not be issued by the RTO until they receive all student evidence and it meets the required standard to be deemed competent.

Duration: Delivered as a 'stand-alone' course, in Year 11, over two semesters under the proposed auspices of IVET.

Cost: **Currently under review** – (was \$120 in 2019-20) fee includes enrolment, consumables and issue of certificate on completion.

Nominal Hours: 240

Pre-requisite: Know how to operate a personal computer and be familiar with a variety of application software packages.

Pathway options: Business / Administration

More information: IVET website www.ivet.edu.au or <https://training.gov.au>