

BSB20115 CERTIFICATE II IN BUSINESS



OVERVIEW

This qualification reflects the role of individuals to undertake work in a business environment. To develop and build a broad range of knowledge and skills to carry out a range of activities. To complete fundamental business tasks and provide support to the team in New South Wales.

This course can be delivered in a flexible program of classroom training and self-paced learning activities.

QUALIFICATION STRUCTURE

There are twelve (12) units of competency to complete, comprising of one core unit and eleven (11) elective units of competency. Please see the next page for our standard BSB20115 Certificate II in Business.

Keep in mind, one of our ARC representatives will be happy to discuss unit selection, recognition of prior learning and credit transfer.

Entry Requirements:

There are no entry requirements for this qualification. Student will be required to provide their USI, complete a language, literacy and numeracy test.

ARC Training has policies, procedures and information to help create a safe and healthy, culturally diverse, friendly and non-discriminatory learning environment.

Educational Pathways

On completion of this qualification you may wish to further your education by enrolling in any of the following qualifications:

- SIR30216 - Certificate III in Retail
- BSB30115 - Certificate III in Business

Where will the training take place?

Training and Assessment will take place:

Classroom: Training and assessment takes place in a classroom and involve discussions.

Self-directed learning: Further study and assessment activities are done by participants in their own time.

Assessment: assessment may include written questions, projects and observations.

What ARC Training provides?

We provide learning materials, assessment tools and a qualified trainer and assessor.

How long will the program run?

The duration of the course is 12 months.

Employment Pathways

- Office junior
- Data entry operator
- Administrative assistant

How much will it cost?

Subsidised Training: funding may be available for eligible participants under the NSW Smart and Skilled Program.

To be eligible for a subsidised place, you must be:

- an Australian Citizen, Australian Permanent Resident, Humanitarian Visa Holder or NZ Citizen
- 15 years old or over
- Living or working in NSW
- No longer be at school or equivalent.

This training is subsidised by the NSW Government.

Total student fee:

Exemption \$0 Concession \$160

First Qualification \$880 Subsequent Qualification \$1,050

BSB20115 CERTIFICATE II IN BUSINESS

01

CORE

BSBWHS201

Contribute to health and safety of self and others

02

ELECTIVE

BSBCUS201

Deliver a service to customers

BSBCMM201

Communicate in the workplace

BSBWOR204

Use business technology

BSBWOR202

Organise and complete daily work activities

BSBIND201

Work effectively in a business environment

BSBINM201

Process and maintain workplace information

BSBINN201

Contribute to workplace innovation

BSBITU211

Produce digital text documents

BSBITU212

Create and use spread sheets

BSBSUS201

Participate in environmentally sustainable work practices

BSBWOR203

Work effectively with others

Please note: electives may change, depending on organisational and student needs.

Why participate in training?

- To receive a nationally recognised qualification.
- To further develop your career.
- To formalise your skills and knowledge.
- To learn to perform your job easier and better.

Learning Support

Students to have access to a Trainer/Assessor and the Student Services team to provide course and assessment support.