

# BSB20115 Certificate II in Business



RTO1607



This course has been designed for individuals who wish to work in office administration, assistant or junior personal assistant positions. Possible job titles relevant to this qualification include: Accounts Receivable Clerk, Accounts Payable Clerk, Data Entry Operator, Junior Personal Assistant, Receptionist, Office Administration Assistant, Office Administrator and Word Processing Operator. Subjects covered include general administrative and IT skills. 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.

## Entry Requirements

Completion of Year 10 (recommended), applicants must be a minimum age of 13 years old. Students not enrolled in years 10, 11 or 12 may be eligible to enter a school based Apprenticeship or Traineeship provided there are exceptional circumstances warranting consideration and all other entry requirements are met, including being of an age where it is legal to undertake paid employment.

Fee for service clients must be employed in an office administration position before enrolment in this course can be accepted. As a general rule, only Australian citizens and New Zealand citizens who have entered Australia on a valid passport have unrestricted rights to employment in Australia. Visa holders may engage in apprenticeships or traineeships provided their work rights allows this, based on information and advice provided by the Department of Immigration and Border Protection.

## Course Requirements

To achieve this qualification, you must demonstrate competency in 12 units – 1 core unit and 11 elective units.

## Delivery Modes

Classroom based delivery

Online learning

Blended Learning (Online and Classroom Delivery)



## Duration

This course is competency based training meaning that the duration of study depends on individual progress. The nominal term for traineeships is a 12-month period. School based traineeships are conducted over an 24-month period. This traineeship can be offered full time, part time and school-based. Casual is not permitted in Queensland.

## Course Fees

This Qualification is delivered under the Australian Apprenticeship Program. Students must be employed in an apprenticeship to undertake this training program and student contribution fees will apply. Eligible students may be able to access a range of independent and government funding such as User Choice Funding or Fee Free Training for year 12 graduates, to help subsidise the cost of training. Please contact the RTO at Skill360 Australia to discuss the available funding options.

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## Student Contribution Fees

<b>Full Fee for Service</b>	\$3240.00 (\$270 per unit)	
<b>User choice employer gap fee (if applicable)</b>	Non-Concession: \$665.00	Concession: \$665.00
<b>User choice Student Contribution Fee (tuition fee)</b>	Non-Concession: \$776.00	Concession: \$310.40

## RPL

RPL recognises your existing experience gained through life or work for which you may not have obtained a formal qualification. RPL is suitable for experienced individuals with no formal qualifications. We will work with you to identify your existing skills and knowledge and assess if you can then achieve a full or part qualification which will save time and avoid unnecessary duplication of training.

## Units within this Course

Unit Code	Unit Name
Core Units (compulsory)	
BSBWHS201	Contribute to health and safety of self and others
Elective Units	
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBWOR204	Use business technology

**To find out more information about this course contact us:**

**Telephone:** 1300 933 358

**Website:** [www.skill360.com.au](http://www.skill360.com.au)

**Email:** [info@skill360.com.au](mailto:info@skill360.com.au)