

COURSE CODE

**BSB20115**

COURSE

**Certificate II in Business**

**ENROL TODAY**

**TAFENSW.EDU.AU or 131 601**

### WHY CHOOSE TAFE NSW?



**Opens career doors.** Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



**Global prospects.** TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



**State-of-the-art facilities.** Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



**Industry exposure.** TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



**Recognised and respected.** TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

# Certificate II in Business

National Course Code: BSB20115 | TAFE NSW Code: BSB20115-01V02-19TAM-005

Qualification Level	Certificate II
Study Type	Blended
Course Start Date	Anytime
Hours Per Week	Enquire
Duration	Enquire
Delivery Locations	Tamworth
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$880.00            Second Qualification: \$1,050.00            Traineeship: \$870.00            Concession: \$160.00</p> <p><b>Non-subsidised Prices</b>            Full Fee: \$3,540.00</p>
Course Features	<p>Nationally Recognised Training            Traineeship Allowed            This training is subsidised by the NSW Government</p>

## Course Description

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

## Entry Requirements

When you study with TAFE NSW, we want you to succeed. Entry requirements allow us to make sure that you have the right pre-existing knowledge and skills to achieve your chosen qualification. You will need to provide evidence that you meet the requirements listed in this section

There are no entry requirements for this qualification

### ADDITIONAL REQUIREMENTS

With 130 locations across the state, TAFE NSW tailors qualifications to meet the needs of the local community and specific student groups (like apprentices, fast-tracked and online students). To make sure this course is the right fit for you, we may need you to demonstrate that you can meet any additional requirements. If this section is empty, there are no additional requirements for this course.

## Information Sessions and more about the course

It's all happening at TAFE NSW InfoFest. Register for an information session, head to [www.tafensw.edu.au/infofest](http://www.tafensw.edu.au/infofest). Can't attend the Information Session? [Enquire Online](#) or call 131601. Flexible learning is ideal for those with employment or who live in a remote area. Students can attend optional weekly face to face sessions, or attend by appointment, on Tamworth Campus each week. To complete this qualification within the enrolment timeframe, students must work in line with a pre-planned schedule.

We offer student services and study support to ensure you can achieve your goals. Learn about TAFE NSW [Student Services](#)

As a TAFE NSW student in this course, you will have access to:

- LinkedIn Learning (formerly Lynda.com)
- Studiosity - online access to a real life tutor
- Easy computing online short courses
- Access to local TAFE libraries

## Attendance

This course is delivered using an online learning system with weekly class support sessions on Wednesday from 9.00am to 1.00 pm.

## Fee Details

### SMART AND SKILLED FEES

This course is government-subsidised, meaning you pay a portion of the full course fee to TAFE NSW and the NSW Government will pay the balance. However, you must meet certain eligibility criteria for this to apply.

Depending on your previous qualifications and experience, your fee may be less than the maximum fee quoted. Your actual fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process. Payment plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

For further information about eligibility and explanations of the different fee categories, visit [Are You Eligible?](#)

### READ BEFORE YOU ENROL

Learn about TAFE NSW [Fees](#)

Learn about TAFE NSW [Payment/Funding](#)

### RECOGNITION

Recognition is a process of acknowledging previously completed qualifications, skills, knowledge or experience relevant to your course. This may reduce the amount of learning required, reduce your course fees and allow you to achieve your qualification faster.

Learn about Recognition at TAFE NSW [Recognition](#)

## How to Enrol

Please contact the TAFE West Region Hotline on 131601.

Find out more about [Applying and Enrolling](#)

## Units

BSBWHS201	Contribute to health and safety of self and others
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
BSBITU102	Develop keyboard skills
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology