

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: BSB20115-01V03-19LVP-303

Qualification Level	Certificate II
Study Type	Full Time
Course Start Date	29 Jul 2019
Hours Per Week	16
Duration	1 Semester
Delivery Locations	Miller
Course Fees	Subsidised Prices First Qualification: \$880.00 Second Qualification: \$1,050.00 Traineeship: \$870.00 Concession: \$160.00 Non-subsidised Prices Full Fee: \$3,620.00
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

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.

Fee Details

Depending on your previous qualifications and experience your fee may decrease from the maximum shown.

Payment by instalment may also be available. Your fee and eligibility for concession/exemption will be calculated and confirmed during the enrolment process.

A fee applies for most TAFE NSW courses and must be paid when you enrol. The amount you pay depends on the type of course you study, and on your personal circumstances. An initial payment of \$80 is required to confirm your enrolment into this course. If you do not wish to continue with your enrolment, you must formally advise Customer Service of your withdrawal. If you do not withdraw prior to the commencement date of the course, this initial payment is non-refundable. Please contact us on 13 79

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Please click on the Smart and Skilled link

http://www.training.nsw.gov.au/smartandskilled/prices_fees.html to work out what you will pay for this course based on your personal circumstances. Depending on your personal circumstances, you may be eligible for a fee discount or fee exemption.

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
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBWOR204	Use business technology
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBINM202	Handle mail
BSBITU111	Operate a personal digital device

Entry Requirements

There are no entry requirements for this qualification

Attendance

Proposed Attendance: Monday, Tuesday and Wednesday from 9:30am to 4:00pm, 16 hours per week for one Semester. You will also be expected to complete approximately 10 hours per week outside of the classroom.

How to Enrol

To proceed with your application and to determine your eligibility and course fee, select the Enrol Now button below. Alternatively, go to TAFE NSW Liverpool or contact us on 13 79 74. For more information about Smart and Skilled courses, student fees and eligibility please go to:

<https://smartandskilled.nsw.gov.au/for-students>.

The Commonwealth requires all VET students to have a Unique Student Identifier (USI), and access to government subsidised courses depends on this. Information regarding USI and instructions on how to get your USI are available here www.usi.gov.au. When you have it, keep it with your other personal details

so you will have it at enrolment.