

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: BSB20115-01V03-19NAR-026

Qualification Level	Certificate II
Study Type	PT Evening
Course Start Date	Anytime
Hours Per Week	6
Duration	1 Year
Delivery Locations	Narrandera Campus
Course Fees	<b>Subsidised Prices</b> First Qualification: \$880.00 Second Qualification: \$1,050.00 Traineeship: \$870.00 Concession: \$160.00 <b>Non-subsidised Prices</b> 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.

This training is subsidised by the NSW Government, and as a result your fee is determined through Training Services NSW formal eligibility criteria. This criteria will determine your exact fee. Students who meet additional specified criteria, may be eligible for a concession fee or a fee exemption. In claiming the concession or exemption students will be required to supply the required evidence to support the claim in accord with the requirements of Smart and Skilled eligibility.

Payment Plans are available through TAFE NSW for Smart and Skilled eligible qualifications.

To activate your eligibility you must pay the student fee component PRIOR to commencement of the learning activity.

## 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
BSBWHS201	Contribute to health and safety of self and others
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
BSBITU111	Operate a personal digital device
BSBITU112	Develop keyboard skills

## Entry Requirements

There are no entry requirements for this qualification

## Information Sessions and more about the course

The first day of class is 22 July 2019, or if you enrol post that date the next intake into this qualification for 2019 - 12 August, 2 September, 14 October, 4 November and in 2020 - 3 February, 23 February, 16 March, 27 April, 18 May. You will be contacted by the teaching department to arrange an orientation time and to discuss your commencement date.

Students will be expected to spend approximately 8 hours per week outside the classroom on directed activities and self-directed learning. Students will be expected to engage in a range of activities to support the supervised learning which may include: independent study, research, preparation of assessment tasks, learning support, online learning via Moodle.

Entry requirements for this course is Nil.

You need to complete 12 units, BSBWHS201 and 11 electives. Elective units have been pre-selected after

consultation with industry to ascertain the skills and knowledge required for the job role.

Students should bring a USB Thumb drive, writing paper, pens, folder and headset with microphone to their first lesson.

The expectation is that by enrolling in this qualification you commit to the time frame in which the qualification is being delivered. The proposed study schedule will be discussed and an individual training plan will be established. Should you fall behind your agreed schedule you will be required to complete additional work and learning outside scheduled class time.

## Attendance

Attendance is Monday and Wednesday from 6.00pm to 9.00pm in Block C, Room CG.01 at TAFE NSW, Narrandera for 36 weeks

## How to Enrol

Congratulations on deciding to enrol with TAFE NSW!

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it.

The following steps will set you up to study with us:

Choose your course and where you want to study

Assess your eligibility

Obtain your Unique Student Identifier (USI)

If you have any queries, one of our friendly Customer Service Consultants would be happy to assist you. Call 131 601 or send us an enquiry. We can help talk you through all your options.