

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: BSB20115-01V03-20GRA-007

Qualification Level	Certificate II
Study Type	Full Time
Course Start Date	Enquire Now
Hours Per Week	18.9
Duration	18 Weeks
Delivery Locations	Grafton
Course Fees	<p>Subsidised Prices First Qualification: \$880.00 Subsequent Qualification: \$1,050.00 Traineeship: \$870.00 You may be eligible for the NSW Smart & Skilled Fee Free Traineeship which will be verified at enrolment. Concession: \$160.00</p> <p>Non-subsidised Prices Full Fee: \$3,620.00</p>
Course Features	Nationally Recognised Training Traineeship Allowed This training is subsidised by the NSW Government

Course Description

The nationally accredited Certificate II in Business will improve your employment options and prepare you for further study. Start here to develop your business administration skills and land a rewarding job as an administration assistant in the industry of your choice.

LEARN NEW SKILLS

Through theory and practical course work, you will learn:

- Basic computer skills
- Basic typing skills
- Office administration and support
- How to work in a business environment
- Sustainable work practices
- How to work in teams and on your own
- Workplace health and safety principles

DEVELOP YOUR TALENT

Develop other personal qualities:

- Confidence dealing with people in a business environment
- Learn self-motivation
- Advance your written and verbal skills
- Become an expert at managing priorities

ACHIEVE YOUR GOALS

Success in this course will provide you with:

- A nationally recognised qualification at Certificate II level
- Skills that can be used in any industry

Career outcomes and job roles:

- Administration assistant

GROW YOUR CAREER

Continue your study journey with:

- Certificate III in Business Administration
- Certificate III in Business Administration (Medical)
- Certificate III in Business Administration (Education)
- Certificate III in Business Administration (Legal)
- Certificate III in Business
- Certificate IV in Business Administration
- Certificate IV in Business

INDUSTRY DEMAND

In November 2018, there were over 1.78 million clerical and administrative workers nationally, an increase of 6.9% over the past five years, with general clerk the second highest employing occupation nationally, with 281,800 workers.

Administrative professionals with technical skills to use organisational systems are in greatest demand, and have opportunities to move up to high-paying administrative roles.

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.

ENTRY REQUIREMENTS

TAFE NSW offers the Certificate II in Business as either a traineeship or non-traineeship, so you can create the career you want.

Non-traineeship

There are no entry requirements for non-trainees. You can enrol in this course now.

Traineeship

To be eligible for this course you must:

- Be in relevant employment as this course is delivered in the workplace
- Have a signed traineeship contract

Thinking about a traineeship? Enquire today.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended that you have:

- Some experience in using computers
- An interest in working in an office environment

If you need help preparing for study, contact us about your options.

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 will need you to demonstrate that you can meet the additional requirements below.

To successfully complete this course, you will need:

- Language, Literacy and Numeracy (LLN) skills as defined in the Australian Core Skills Framework (ACSF).
- If you haven't studied at this level or above before, you may be required to undertake an assessment of your LLN skills so that we can better understand your academic capabilities and identify areas where you may need support.
- If you do not meet these requirements a Teacher will discuss alternative options or support services available to help you achieve your study goals.

Information Sessions and more about the course

INFORMATION SESSIONS

There are no information sessions currently scheduled for this course.

STUDY COMMITMENT

This is a full-time, face to face course. You will need to attend approximately 16.5 hours of class, over 3 days a week, for 18 weeks. As well as the in-class component, you will need to complete approximately 2.4 hours of other study per week.

You may also be required to complete approximately 4 hours of additional study each week outside of class hours, including (private study, review of class work, research and assessment preparation).

IS THIS COURSE RIGHT FOR YOU?

This course offering is designed for people who:

- Want to make their start in the business world with the Certificate II in Business. This nationally recognised course has been designed by TAFE NSW industry experts to give you the skills you

need to start your career in a business environment.

- Age ranges from school leavers through to the mature age students.

SERVICES AND STUDY SUPPORT

There are additional learning and study tools available for this course, including:

- Accessibility and Disability Services
- Personal Counselling
- Vocational Counselling
- Learning Support
- International Student Support
- Scholarships
- Multicultural Support

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
- Accessibility and Disability Support Services
- Access to Read&Write learning support software at TAFE and at home

Attendance

To keep you safe while studying, some of our face to face classes may be replaced with online or connected learning. We have also modified our face to face classes to meet physical distancing requirements and increased cleaning on campus. As restrictions ease, the way you attend your class may change again. If work placement and the demonstration of practical skills are requirements of your course, due to the impacts of COVID 19 there may be a delay or modification in being able to undertake these aspects of your course in the planned timeframe. Be assured, we'll keep you informed every step of the way.

This course is currently scheduled on Monday, Tuesday and Wednesday from 9.00am to 3.00pm. This timetable may change and will be confirmed by your teacher.

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?](#)

ADDITIONAL RESOURCES

You will need to provide for yourself the following resources which you will keep when you complete your study:

- Your own general stationery, (ie, pen, pencil, eraser, highlighters and stapler), including an A4 ring binder/dividers and plastic sleeves for handouts.
- Headphones and a USB storage device.
- Or access to a cloud storage account will also be required for document storage.

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

Enquire now for Semester 2 2020 and be notified when enrolments open.

TAFE NSW is open for business so to find out more information on this course including when it will start and how it will be delivered (face-to-face, in a virtual classroom, self-paced, online or a mixture), submit an online enquiry by clicking the Enquire Now button on this page. You can also call 131 601 during business hours* to chat with a member of our friendly customer service team.

* Our customer service team are available from Monday to Friday, 9am to 5pm AEST.

Units

BSBWHS201	Contribute to health and safety of self and others
BSBCMM201	Communicate in the workplace
BSBITU212	Create and use spreadsheets
BSBCUS201	Deliver a service to customers
BSBITU112	Develop keyboard skills

BSBINM202	Handle mail
BSBWOR202	Organise and complete daily work activities
BSBINM201	Process and maintain workplace information
BSBITU211	Produce digital text documents
BSBWOR204	Use business technology
BSBIND201	Work effectively in a business environment
BSBWOR203	Work effectively with others