

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: BSB20115-01V03-20NAR-004

Qualification Level	Certificate II
Study Type	PT Evening
Course Start Date	Anytime
Hours Per Week	9
Duration	36 Weeks
Delivery Locations	Narrandera
Course Fees	<p><b>Subsidised Prices</b>            First Qualification: \$880.00            Subsequent Qualification: \$1,050.00            Traineeship: \$870.00            You may be eligible for the NSW Smart &amp; Skilled <b>Fee Free</b> Traineeship which will be verified at enrolment.            Concession: \$160.00</p> <p><b>Non-subsidised Prices</b>            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 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.

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.

# **Information Sessions and more about the course**

## **INFORMATION SESSIONS**

To find out more about this course, meet our teachers and receive information about enrolment and next steps, attend an information session.

Date: Wednesday, 22 January 2020

Time: 12.00pm to 2.00pm

Location: TAFE NSW Narrandera, Block C, Ground floor, Room 1.

## **STUDY COMMITMENT**

This is a part time evening blended course. You will need to attend approximately 7 hours of class, over 2 days a week, for 36 weeks. As well as the in-class component, you will need to complete approximately 2 hours of other study per week.

You may also be required to complete approximately 2.5 hours of additional study each week outside of class hours, including independent study, research, preparation of assessment tasks, learning support and online learning.

## **IS THIS COURSE RIGHT FOR YOU?**

This course offering is designed for people who want to learn how to communicate effectively with co-workers and clients, work in a team environment, plan and organise your work load, minimise workplace

risks with Workplace Health and Safety principles and also develop a working knowledge of office software and business technology.

## SERVICES AND STUDY 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

This course is currently scheduled on Monday and Wednesday from 5.30pm to 9.00pm in Room C.G.1. You will be contacted by a staff member and notified of your commencement date if enrolling later than the start date 03/02/20.

## 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.

## How to Enrol

Enrolling with us is easy, though the exact process does depend on your course and any prerequisites that go with it. Be sure to read all course information carefully to make sure it is the right qualification, location and study type for you. Enrol and pay online via our secure payment gateway to secure your place. As you progress through the enrolment process you will be prompted to provide additional information.

For further information or assistance, call 131 601.

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
BSBITU111	Operate a personal digital device
BSBITU112	Develop keyboard skills
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
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology