



COURSE CODE:

**BSB20115**

## 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.

**ENROL TODAY**  
**TAFENSW.EDU.AU**  
**131 601**

**BE AMBITIOUS**

**COURSE CODE**

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**QUALIFICATION**

Certificate II in Business

**CAREER AREA**

Access Education (Further Study For Employment)

**TRAINING PACKAGE ENTRY REQUIREMENTS:****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.



- **Traineeship Allowed**
- **Blended, Full Time, Part Time Day, Part Time Evening**

**OVERVIEW**

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.

This is a fully government-subsidised JobTrainer course. Eligibility criteria applies.

**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.

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
TAFE Digital	Online	Anytime	1 Year	\$1,050.00	20
TAFE Digital (Traineeship)	Online	01 Jan 2021	1 Year	\$1,050.00	20
Albury	Part Time Day	Anytime	36 Weeks	\$1,050.00	12
Armidale	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Bathurst	Blended	Anytime	36 Weeks	\$1,050.00	9.4

Bathurst	Full Time	15 Feb 2021	17 Weeks	\$1,050.00	18.8
Baulkham Hills	Full Time	01 Feb 2021	18 Weeks	\$1,050.00	17
Belmont	Full Time	Anytime	18 Weeks	\$1,050.00	20
Belmont	PT Evening	Anytime	36 Weeks	\$1,050.00	10
Bourke Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Brewarrina	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Broken Hill	Part Time Day	Anytime	36 Weeks	\$1,050.00	9.4
Coffs Harbour	Full Time	Anytime	18 Weeks	\$1,050.00	21
Condobolin	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Coonabarabran Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Coonabarabran Connected Learning Centre	Part Time Day	08 Feb 2021	18 Weeks	\$1,050.00	18.9
Coonamble	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Coonamble	Blended	Anytime	36 Weeks	\$1,050.00	10.4
Coonamble	Part Time Day	08 Feb 2021	18 Weeks	\$1,050.00	18.9
Cootamundra	Part Time Day	08 Feb 2021	36 Weeks	\$1,050.00	11
Corowa Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,050.00	11
Cowra	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Cowra	Full Time	15 Feb 2021	17 Weeks	\$1,050.00	18.8
Deniliquin Connected Learning Centre	Part Time Day	Anytime	36 Weeks	\$1,050.00	11
Dubbo, Myall Street	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Dunedoo	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Finley	Part Time Day	Anytime	36 Weeks	\$1,050.00	12
Forbes	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Gilgandra	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Glen Innes Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Grafton	Full Time	01 Mar 2021	18 Weeks	\$1,050.00	18.9
Grenfell Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,050.00	9.4

Griffith	Part Time Day	Anytime	36 Weeks	\$1,050.00	11
Gunnedah	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Gunnedah	Part Time Day	08 Feb 2021	18 Weeks	\$1,050.00	18.9
Inverell	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Kingscliff	Full Time	01 Feb 2021	18 Weeks	\$1,050.00	17.8
Lake Cargelligo	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Leeton	Part Time Day	Anytime	36 Weeks	\$1,050.00	11
Lightning Ridge	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Lightning Ridge	Blended	Anytime	36 Weeks	\$1,050.00	10.4
Lightning Ridge	Part Time Day	08 Feb 2021	18 Weeks	\$1,050.00	18.9
Lithgow	Full Time	15 Feb 2021	17 Weeks	\$1,050.00	18.8
Maclean	Full Time	21 Apr 2021	18 Weeks	\$1,050.00	18.9
Moree	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Moruya	Part Time Day	15 Feb 2021	36 Weeks	\$1,050.00	9
Moss Vale	Full Time	09 Feb 2021	18 Weeks	\$1,050.00	19
Mudgee	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Narrabri	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Narrandera	Part Time Day	Anytime	36 Weeks	\$1,050.00	11
Nepean, Kingswood	Full Time	09 Feb 2021	16 Weeks	\$1,050.00	20
Newcastle	Full Time	Anytime	18 Weeks	\$1,050.00	18.9
Nowra	Part Time Day	15 Feb 2021	36 Weeks	\$1,050.00	9
Nyngan	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Orange, March Street	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Orange, March Street	Full Time	15 Feb 2021	17 Weeks	\$1,050.00	18.8
Parkes	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Parkes	Full Time	15 Feb 2021	17 Weeks	\$1,050.00	18.8
Quirindi Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Quirindi Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,050.00	10.4
Quirindi Connected Learning Centre	Part Time Day	08 Feb 2021	18 Weeks	\$1,050.00	18.9

Shellharbour	Full Time	09 Feb 2021	18 Weeks	\$1,050.00	19
St George	Part Time Day	01 Feb 2021	18 Weeks	\$1,050.00	33.5
Tamworth	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Tamworth	Blended	Anytime	36 Weeks	\$1,050.00	10.4
Tamworth	Part Time Day	08 Feb 2021	18 Weeks	\$1,050.00	18.9
Temora	Part Time Day	Anytime	36 Weeks	\$1,050.00	11
Tenterfield Connected Learning Centre	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Tumut	Part Time Day	08 Feb 2021	36 Weeks	\$1,050.00	11
Ultimo	Full Time	01 Feb 2021	17 Weeks	\$1,050.00	20
Wagga Wagga	PT Evening	08 Feb 2021	36 Weeks	\$1,050.00	8
Wagga Wagga	Part Time Day	09 Feb 2021	36 Weeks	\$1,050.00	11
Walgett	Blended	Anytime	36 Weeks	\$1,050.00	9.4
Walgett	Blended	Anytime	36 Weeks	\$1,050.00	10.4
Walgett	Part Time Day	08 Feb 2021	18 Weeks	\$1,050.00	18.9
Warren	Blended	Anytime	36 Weeks	\$1,050.00	9.5
Wauchope	Full Time	02 Feb 2021	18 Weeks	\$1,050.00	18.8
West Wyalong	Part Time Day	Anytime	36 Weeks	\$1,050.00	11
Wollongong	Full Time	09 Feb 2021	18 Weeks	\$1,050.00	19
Wyong	Full Time	01 Feb 2021	18 Weeks	\$1,050.00	20.4
Young	PT Evening	08 Feb 2021	36 Weeks	\$1,050.00	8
Young	Part Time Day	10 Feb 2021	36 Weeks	\$1,050.00	11