

# International Students



## BSB20115 Certificate II in Business

CRICOS Code: 093540B

**General:** This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

**Entry requirements:** Prospective students are required to complete the Pre-Training Interview form, to the satisfaction of ITHEA. You will also need to provide evidence of your English language proficiency. ITHEA will accept the following minimum English language test score:

English language provider test	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

\*The TOEFL paper based test will only be accepted from limited countries

\*\*The Occupational English Test includes a mark between A and E. An A or B is considered a pass. The test must have been taken no more than two years before you apply for your student visa. ITHEA may also consider any English Language tests taken in Australia.

**Pathways into the qualification:** Preferred pathways for candidates considering this qualification include: BSB10115 Certificate I in Business or other relevant qualification/s OR with vocational experience assisting in a range of work settings without a formal business qualification.

**Vocational or educational outcomes:** Students can go into a range of employment or further study options, including BSB30115 Certificate III in Business. Occupations may include Administration Assistant, Office Assistant.

**Job outlook:** Please refer to the Australian Government Job Outlook site for job prospects for a General Clerk. 239,900 persons were employed as General Clerks in 2015. Job openings over the next 5 years are expected to be greater than 50,000. Source: Department of Employment 2017.

**Assessment:** Assessment methods allow for the gathering of sufficient quality evidence about the student's performance. Methods used include question and answer, activities and projects.

### Core Unit

Unit Code	Unit Descriptor
BSBWHS201	Contribute to health and safety of self and others

### Elective Units

Unit Code	Unit Descriptor
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBCMM201	Communicate in the workplace
BSBITU201	Produce simple word processed documents
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
FNSACC301	Process financial transactions and extract interim reports

<b>Course duration:</b>	40 weeks full time including holidays and orientation
<b>Enrolment fee:</b>	\$250 (non-refundable)
<b>Materials fee:</b>	\$300
<b>Course Tuition fee:</b>	\$7,300