

Local Students

BSB20115 Certificate II in Business

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: Prospective students are required to complete a Language Literacy and Numeracy (LLN) assessment and a Pre-Training Interview, administered by and to the satisfaction of ITHEA and be at least 18 years of age.

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.

Delivery and assessment: We offer students the flexibility of choosing between online learning or classroom delivery. 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

Course duration: 6 months

