

BSB20115

Certificate II in Business

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Entry Requirements

There are no entry requirements.

Must be employed in a relevant position if undertaking through a traineeship program.

Course Requirements

12 units of competency are required to complete this qualification, including 1 core unit and 11 elective units. This qualification has a 12 month term for full-time employees and a 24 month term for part-time employees under a traineeship arrangement.

Recommended course structure*

| Code | Title | Core/Elective |
|-----------|---|---------------|
| BSBWHS201 | Contribute to health and safety of self and others | Core |
| BSBCUS201 | Deliver a service to customers | Elective |
| BSBIND201 | Work effectively in a business environment | Elective |
| BSBINM201 | Process and maintain workplace information | Elective |
| BSBINM202 | Handle mail | Elective |
| BSBCMM201 | Communicate in the workplace | Elective |
| BSBITU201 | Produce simple word processed documents | Elective |
| BSBITU202 | Create and use spreadsheets | Elective |
| BSBITU203 | Communicate electronically | Elective |
| BSBSUS201 | Participate in environmentally sustainable work practices | Elective |
| BSBWOR203 | Work effectively with others | Elective |
| BSBWOR204 | Use business technology | Elective |

*Please speak to one of our Training Consultants about alternative units available.

Pathways

After achieving this qualification, individuals could progress to a range of other qualifications including BSB30115 Certificate III in Business or BSB30415 Certificate III in Business Administration.



NATIONALLY RECOGNISED
TRAINING

Job Roles

Possible job roles in this qualification are;

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist

Further details on Qualifications and Job Pathways are available from Australian Apprenticeships Training Information Service website: www.aatinfo.com.au, click on Search then select your State and Industry.

Call Access Group Training
today

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