

## BSB20115 CERTIFICATE II IN BUSINESS

Release Number: 2, Release Date: 27 September 2018

The **CERTIFICATE II IN BUSINESS** requires that 12 units be achieved. There are no pre-requisite or co-requisite units for this qualification. All 12 units must be completed to attain the full qualification. Where only some units of competency are achieved, a statement of attainment will be issued. This qualification forms part of the Business Services Training Package BSB.

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.

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.

The units of competency that make up this qualification are: **1 core unit** from the core unit listed below, plus **11 elective units**.

### Core Unit:

National Code	National Title
BSBWHS201	Contribute to health and safety of self and others

### Elective Units:

**7** of the **elective units** must be selected from the elective units listed below.

The other **4 elective units** may be selected from the remaining elective units listed below, the BSB Business Services Training Package or any other currently endorsed national Training Package. If not listed below, a maximum of 2 units may be selected from a Certificate I qualification or may be taken from a Certificate III qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

National Code	National Title
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBINN201	Contribute to workplace innovation
BSBCMM201	Communicate in the workplace
BSBITU211	Produce digital text documents
BSBITU212	Create and use spreadsheets
BSBITU213	Use digital technologies to communicate remotely
BSBSMB201	Identify suitability for micro business
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
FNSACC311	Process financial transactions and extract interim reports

It is highly recommended that participants view the website at [www.training.gov.au](http://www.training.gov.au) for detailed information on packaging arrangements.

The Australian Qualifications Framework (AQF) provides a guide to the volume of learning for each qualification. It describes how long a student may take to complete a qualification and is dependent on a number of factors such as; experience, current skill level, knowledge and job role. Without any prior experience, skill or knowledge it is anticipated a student would take 6 – 12 months to complete this qualification.

*Qualification Fee: Trainees who qualify for a funded Traineeship through the Department of Training and Workforce Development (DTWD) will be charged as per the published rates on the DTWD Jobs and Skills WA website (<http://www.dtwd.wa.gov.au/jswa>).*

*The qualification cost is calculated based on the nominal hours of each unit multiplied by the DTWD Jobs and Skills WA hourly rate outlined in DTWD's VET fees and charge policy. AspirePT will provide all trainees with resources to support in the learning process when completing through a traineeship model. In some instances a Trainee may require additional resources incurring extra costs.*

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