

Course Code & Name:		Certificate II in Business BSB20115 (with partial completion of BSB30115 - Certificate III Business) NB: Delivered over 2 years
Course Aims:		Certificate II in Business is an entry-level qualification that provides students with the knowledge and skills to enhance their employment prospects in a business or office environment. It provides an understanding of business fundamentals ready for a Career in the Business World. Students will develop a broad range of knowledge and skills ready for employment in a variety of roles including, Administration and Customer Service. The program provides a pathway for continued study into high education – Business Studies.
Course Delivery	Location and Times:	Year 1: Fairhills High School, Scoresby Road, Knoxfield Wednesday 8:45am – 1:00pm
	Mode of Delivery:	Classroom based
	Duration:	2 years part time

On successful completion of this program the student will achieve:

Credit towards VCE/VCAL	VCE:	<ul style="list-style-type: none"> Students who complete Cert II will be eligible for units 1&2 towards their VCE / VCAL. Students undertaking the partial completion of Cert III will be eligible for a unit 3&4 sequence. Students must undertake the scored assessment component if they wish to receive a study score for the 3&4 sequence. This study score can contribute to the primary four or as fifth or sixth subject towards the ATAR. Students electing not to complete the scored assessments will receive an increment towards their ATAR.
	VCAL:	This program contributes to the Industry Specific Skills Strand of VCAL and may also contribute to the Work Related Skills Strand of VCAL
	Qualification:	A nationally recognised qualification: BSB20115 - Certificate II Business (with partial completion of BSB30112 Certificate III Business).

Additional Requirements/ Information:	Name of RTO & Provider of Qualification:	iVET RTO: 40548
	RTO Student Information:	Please refer to the Mullum Cluster Website www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus.
	OHS / Personal Protective Equipment:	N/A
	Excursions:	Students will be required to complete and return Excursion permission slips in line with education department policy.
	Work Placement:	80 hours of work placement over 2 years is a recommendation for this program.
	Other:	Please note this course is subject to change.

Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
BSBWHS201	Contribute to health and safety of self and others	20	C
BSBINM201	Process and maintain workplace information	10	C
BSBINM202	Handle Mail	10	C
BSUS201	Participate in environmentally sustainable work practices	10	C
BSBCUS201	Deliver a service to customers	40	E
BSBCMM201	Communicate in the workforce	40	E
BSBIND201	Work effectively in a business environment	30	E
BSBITU201	Produce simple work processed documents	60	E
BSBITU203	Communicate electronically	20	E
BSBWOR202	Organise and complete daily work activities	20	E
BSBWOR203	Work effectively with others	15	E
BSBWOR204	Use business technology	20	E

Year 2: Not offered in 2020 at Fairhills – refer Swinburne Institute of Technology

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Compulsory / Elective
BSBCUS301	Deliver and monitor a service to customers	Work Performance 01	35	C
BSBITU306	Design and produce business documents	Product 05	80	C
BSBWOR301	Organise personal work priorities and development	Work Performance 02	30	C
BSBINM301	Organise workplace information	Work Performance 01	30	C
BSBPRO301	Recommend products and services	Work Performance 01	20	C

FUTURE PATHWAYS & OPPORTUNITIES	Complementary studies:	<ul style="list-style-type: none"> Accounting Business Management 	
	Pathways:	<ul style="list-style-type: none"> Certificate III in Business 	
	Possible Future Career Opportunities:	<ul style="list-style-type: none"> Administration Customer Service receptionist Management Marketing Public Relations Officer 	<ul style="list-style-type: none"> Accountant Receptionist Clerical Assistant Small Business Owner Sub Contractor

