



BSB20115 Certificate II in Business **(Incorporating BSB10115 Certificate I in Business)***

This course is a Nationally Recognised Training product delivered by Tauondi Aboriginal College. (RTO Code: 2370). Learners will acquire the skills needed to work in different sectors of the business industry. Also, a focus is on learning about a range of business equipment, procedures, policies, documentation and forms, communication methods and technology, as well as managing customers effectively, writing skills for work and handling mail. (*Note 1)

Career opportunities

- Administration assistant
- Clerical worker
- Data entry operator
- Office junior
- Receptionist

BSB10115 Certificate I in Business qualification comprises of six (6) units of competency. To attain this qualification the packaging rules are: one (1) core unit and five (5) elective units. They are indicated with * in the below list.

BSB20115 Certificate II in Business qualification comprises of twelve (12) units of competency. To attain this qualification the packaging rules are: one (1) core unit and eleven (11) elective units.

Core Units of Competency

- BSBWHS201 Contribute to health and safety of self and others*

Elective Units of Competency

- BSBADM101 Use business equipment and resources*
- BSBIND201 Work effectively in a business environment*
- BSBITU111 Operate a personal digital device*
- BSBITU112 Develop keyboard skills*
- BSBLED101 Plan skills development*
- BSBITU211 Produce digital text documents
- BSBITU212 Create and use spreadsheets
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBWOR202 Organise and complete daily work activities
- BSBWOR204 Use business technology
- BSBINM201 Process and maintain workplace information
- BSBCUS201 Deliver a service to customers
- BSBINM202 Handle mail
- BSBCMM201 Communicate in the workplace
- BSBITU213 Use digital technologies to communicate remotely
- BSBWOR203 Work effectively with others

Optional Unit of Competency

- BSBITU307 Develop keyboarding speed and accuracy

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Course Duration

BSB20115 Certificate II in Business (incorporating BSB10115 Certificate I in Business) is timetabled four (4) days a week **Monday to Thursday 9 am - 3 pm**. It can be completed over a twelve (12) month period with full-time study, totalling **780 training (contact) hours**. There are four (4) Terms for the 2020 Academic calendar year at Tauondi as below:

2020 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 03 February 2020	Fri 09 April 2020	10
2	Monday 27 April 2020	Friday 03 July 2020	10
3	Monday 20 July 2020	Friday 25 September 2020	10
4	Monday 12 October 2020	Friday 11 December 2020	9
2020 Student Term Break Periods			
End Term 1	Monday 13 April 2020 to Friday 24 April 2020 inclusive		2 weeks
End Term 2	Monday 06 July 2020 to Friday 17 July 2020 inclusive		2 weeks
End Term 3	Monday 28 Sept 2020 to Friday 09 October 2020 inclusive		2 weeks

Training Location & Modes of Delivery

Training is conducted onsite at Tauondi Aboriginal College. Training is delivered through a blend of Trainer led classes, sessions, presentations, practical demonstrations and workshops. Students work through manuals, learning activities, group work, online learning activities and accredited assessments in a supported and nurturing environment. Your course may also include excursions and external visits to partner organisations to further your learning. *Note 2

Work Placements

Work placement is not required for the completion of this course. However, if you feel that you would like to participate in a work placement, speak to your Trainer, Career Services or Mentor about how Tauondi can support you. Prior to the commencement of work placement, host employers **may** require students to have:

- Department of Human Services (National Criminal History Record Check)
- Manual Handling Certificate
- Child Safe Environments and/or RAN-EC

Tauondi Aboriginal College will support students in gaining any of these requirements. Tauondi Student Services and Tauondi Career Services assists students with mentoring, work experience and employment. *Note 3



Entry Requirements

The eligibility criteria is vital in ensuring successful completion of the Certificate. Applicants must meet the minimum requirements for enrolment, including:

- Be a minimum of 17 years of age unless exemption approval provided
- Be of Aboriginal or Torres Strait Islander descent
- Possess a valid Unique Student Identifier (USI)
- Complete a Tauondi LL&N assessment

Fees

This qualification is provided to Aboriginal and Torres Strait students at no charge. However, please be aware that there are limitations on the number of qualifications a person may study under the Abstudy program. For further details please contact Centrelink in person or by phone on **1800 132 317**

Recognised Prior Learning

Tauondi Aboriginal College recognises the importance of skills and knowledge that you bring to the college. You may have gained these in the workforce, through previous study or even life experience. Recognition of Prior Learning (**RPL**) is a process that tries to match these skills and knowledge to the outcomes of your chosen course. Tauondi will recognise any qualifications and statements of attainment gained from other registered training organisations. Credit Transfer (**CT**) will be applied. If you are interested in RPL/CT opportunities, contact Student Services at Tauondi or refer to the Student Handbook for more details.

Study Pathway

- BSB30415 Certificate III In Business Administration
- BSB30115 Certificate III in Business

Enrolment

For further details on **BSB20115** Certificate II in Business please contact student services. *Note 2

- in person at: 1 Lipson Street Port Adelaide SA 5015
- by email to: studentservices@tauondi.sa.edu.au
- by phone on: (08) 8240 0300
- website: www.tauondi.sa.edu.au

Note 1: Completion of this qualification does not guarantee an employment outcome.

Note 2: Enrolment in this qualification does not guarantee successful completion.

Note 3: Work placements will require students to wear appropriate professional attire suitable or our industry. Tauondi does not supply business attire for work placements, however on request we can refer you to relevant partner organisations for assistance.