



BSB20115 Certificate II in Business (Superseded)

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

BSB20115 Certificate II in Business qualification comprises of twelve (12) units of competency completed over a period of six (6) months, two (2) terms. To attain this qualification, the packaging rules are: one (1) core unit and eleven (11) elective units.

Core Unit of Competency (Superseded)

- BSBWHS201 Contribute to health and safety of self and others

Elective Units of Competency (Superseded)

- BSBCMM201 Communicate in the workplace
- BSBCUS201 Deliver a service to customers
- BSBIND201 Work effectively in a business environment
- BSBINM201 Process and maintain workplace information
- BSBINM202 Handle Mail
- BSBITU212 Create and use spreadsheets
- BSBITU211 Produce digital text documents
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBWOR202 Organise and complete daily work activities
- BSBWOR203 Work effectively with others
- BSBWOR204 Use business technology



Course Duration

BSB20115 Certificate II in Business is timetabled two (2) days a week **Monday and Tuesday 9 am - 3 pm**. It must be completed over a six (6) month period with full-time study, consisting of two days face to face and two (2) days self-directed study totalling **864** training hours.

There are four (4) Terms for the 2021 Academic calendar year at Tauondi as below:

2021 Student Academic Calendar			
Term	Start	End (inclusive)	Weeks
1	Monday 01 February 2021	Fri 09 April 2021	10
2	Monday 26 April 2021	Friday 02 July 2021	10
3	Monday 19 July 2021	Friday 24 September 2021	10
4	Monday 11 October 2021	Friday 10 December 2021	9
2021 Student Term Break Periods			
End Term 1	Monday 12 April 2021 to Friday 23 April 2021 inclusive		2 weeks
End Term 2	Monday 05 July 2021 to Friday 23 July 2021 inclusive		2 weeks
End Term 3	Monday 27 Sept 2021 to Friday 08 October 2021 inclusive		2 weeks
End Term 4	Monday 10 December 2021		

Training Location and 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, and online learning. 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 (Superseded)
- BSB30115 Certificate III in Business (Superseded)

Enrolment

For further details on **BSB20115** Certificate II in Business (Superseded) 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.

Note 4: BSB20115 Certificate II in Business qualification has been superseded and students enrolling in this course will be 'transitioned' into the new qualification BSB20120 Certificate II in Workplace Skills.