

BUSINESS

BSB20115 Certificate II in Business (and selected units from BSB30115)

Program Details

The VET Business program will introduce students to the business sector where they will be exposed to duties within business administration, information and management services, human resources and business development.

The course is designed to introduce students to effective communication, business technology, maintaining records and using Microsoft Office software such as Excel and Word.

Course Length: 2 years

Program Content: 17 Units of Competency

Nominal Hours: 450 hours

Delivery Mode: Face to Face, classroom based

Complementary Subjects

The subjects listed below are recommendations only:

- Accounting
- Business Management
- Legal Studies
- Computing Informatics

Study Pathways

- ⇒ Certificate IV in Business
- ⇒ Certificate IV in Human Resources
- ⇒ Certificate IV In Leadership & Management
- ⇒ Certificate IV in Marketing & Communication
- ⇒ Diploma of Business Administration
- ⇒ Diploma of Event Management
- ⇒ Diploma of Project Management
- ⇒ Diploma of Travel & Tourism Management
- ⇒ Advanced Diploma of Management (HR)
- ⇒ Bachelor of Business

Future Career Opportunities

- ⇒ Administration assistant
- ⇒ Receptionist
- ⇒ Data entry operator
- ⇒ Legal Secretary
- ⇒ Clerical Worker
- ⇒ Human Resource Management

Program Content

Year 1	Unit 1& 2
BSBCMM201	Communicate in the workplace
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM201	Process & maintain workplace information
BSBINM202	Handle mail
BSBITU211	Produce digital text documents
BSBITU213	Use digital technologies to communicate
BSBSUS201	Participate in environmental work practices
BSBWHS201	Contribute to health & safety of self and others
BSBWOR202	Organise & complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology
Year 2	Unit 3 & 4
BSBITU306	Design and produce business documents
BSBPRO301	Recommend products and services
BSBWOR301	Organise personal work priorities and development
BSBINM301	Organise workplace information
BSBCUS301	Deliver a service to customers



Contribution – VCE & ATAR

Students will receive two VCE VET units at 1 – 2 level, and one VCE VET 3 – 4 sequence.

Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of a VCE VET program must undertake scored assessment for the purpose of achieving a study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (primary four) or as a fifth or sixth study. Where a student elects not to receive a study score, no contribution to the ATAR will be available.

Contribution – VCAL

Contribution to VCAL is determined by the number of units of competence successfully completed. When a student has been assessed as competent in units totalling 90 nominal hours, this will contribute one VCAL unit towards satisfactory completion of VCAL. Students can receive up to 4 VCAL credits for VET Business.

This program will satisfy learning outcomes for the Industry Specific Skills and Work Related Skills strands of VCAL.



Structured Workplace Learning

Highly Recommended.

SWL Recognition is available to VCAL and VCE students who are undertaking a VCE VET program.

Students who complete 10 days full-time equivalent work placement in their VCE VET industry area and the three sections of the Workplace Learning Record may be eligible for one VCE credit at Units 1 & 2 level or one VCAL general credit.

Training Organisation Information

This is a third party arrangement with IVET Institute (40548).

Mildura Senior College is responsible for the Training and Assessment of this program.

As the RTO, IVET Institute is responsible for issuing qualifications and statements of attainment associated with this course. Students in the first year of Business will receive a Certificate II Business BSB20115. In the second year students will be awarded with a partial completion of the Certificate III Business BSB30115. For more information on IVET Institute go to www.ivetinstitute.edu.au



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PLEASE NOTE: Information is correct at the time of printing, May 2020