

Vocational Education and Training

Certificate II in Business BSB20115

Handbook

real skills for
real careers



Student Guide



Vocational Education and Training

Vocational Education and Training (VET) is designed to provide pathways for students from secondary education to employment or further education and training

Students have the opportunity to study vocational education programs which contributes both to the Queensland Certificate of Education (QCE) and to a nationally recognised qualification.

Why VET?

VOCATIONAL EDUCATION AND TRAINING can.....

- Open doors to an increasing range of careers, work and further learning pathways;
- Be a dynamic, launching pad for your career;
- Provide a range of training and employment pathways, and
- Be an exciting way to learn

PATHWAYS

Further training pathways from this qualification include, but are not limited to,

- ◆ Certificate III in Business
- ◆ Certificate III in Business Administration
- ◆ Certificate IV in Business
- ◆ Diploma of Business

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Certificate II in Business BSB 20115

COURSE OVERVIEW

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.

JOB ROLES

Possible Job Roles include: administration assistant; clerical worker; data entry operator; office junior; receptionist

ENTRY REQUIREMENTS

There are no formal qualification entry requirements.

Students agree to undertake the following:

- Attend and participate in all training and assessment
- Participate in workplace tasks to employer expectations
- Comply with code of conduct requirements, directions on work, health and safety matters

FEES

There are no additional costs involved in this course

CREDIT FOR QUEENSLAND CERTIFICATE OF EDUCATION (QCE)

Potential 4 Points towards QCE

Qualification

Seton College will be the Registered Training Organisation for this course. The course will be delivered as a stand-alone VET certificate course delivered by qualified teachers at the school.

The course has been developed to be delivered over two semesters, commencing in Year 11 or 12. Students are required to complete 1 core units and 11 elective units.

The units of competency offered in this course are as follows:

National Code	Unit of Competency Title	Core/ Elective
BSBWHS201	Contribute to the health and safety of self and others	Core
BSBADM302	Produce texts from notes	Elective
BSBADM307	Organise schedules	Elective
BSBCUS201	Deliver a service to customers	Elective
BSBIND201	Work effectively in a business environment	Elective
BSBINM201	Process and maintain workplace information	Elective
BSBINN201	Contribute to workplace innovation	Elective
BSBITU212	Create and use spreadsheets	Elective
BSBITU213	Use digital technologies to communicate remotely	Elective
BSBSUS201	Participate in environmentally sustainable practices	Elective
BSBWOR204	Use business technology	Elective
FNSACC311	Process financial transactions and extract interim reports	Elective

Correct at time of publication but subject to change

FURTHER INFORMATION:

<https://training.gov.au/Training/Details/BSB20115>

Delivery and Assessment

Program Duration

Course will be delivered over 1 year via 4 x 46 min lessons

Mode of Delivery

A range of delivery modes will be used during the teaching and learning of this qualification. These include:

- face-to-face instruction
- work-based learning (simulated— College Staff/Office Area)
- guided learning
- online training

Assessment

Competency based means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Assessment will consist of

- Observations — observation of workplace activities
- Questioning — oral, written
- Supplementary Evidence — work experience logbook, supervisor reports, employer references

Work Placement

Although not mandatory, students are encouraged to undertake work experience through the work experience program for one term (1 day per week)

Certification

RTO Obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 12 units of competency will be awarded a ***Qualification and a record of results.***

Students who achieve at least one unit of competency (but not the full qualification) will receive a ***Statement of Attainment.***

USI Numbers

The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual.

Credit Arrangements

Credit Transfer relates to recognition of any unit of competency or module a student has successfully completed at any Registered Training Organisation (RTO).

If a student has a statement of attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.

Recognition of Prior Learning (RPL)

RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit.

Further Information

For further information please contact:

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