

BSB20115 Certificate II in Business

(Release 1)



Qualification Description

The Certificate I in Business 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 on a defined context. Individuals in these roles generally work under direct supervision.

How will you learn?

The program has been designed to give students a range of flexible training options, to meet their needs, these include face to face classroom based, distance learning or blended delivery. Face to face training includes a range of practical activities in a simulated work environment, along with theory components – some of which may need to be completed by students outside of class times. Actual delivery method and timing will be agreed prior to the program commencing.

Eligibility/Entry Requirements

There are no entry requirements for this qualification.

Length of the course

This program has been designed to be delivered part time over a period of 6 to 12 months depending on the needs of the students. GTNT will be offering this qualification in the Darwin region.

Program Content & Accreditation

This qualification consists of 12 units of competency taken from the BSB Business Training Package and are recognised nationally. There is 1 core units and 11 elective units, alternate elective units may be selected in negotiation with GTNT Training Plus prior to commencement of delivery.

Unit Code	Unit Name	Unit Type
BSBWHS201	Contribute to health and safety of self and others	Core
BSBWOR204	Use business technology	Elective
BSBITU203	Communicate electronically	Elective
BSBCMM201	Communicate in the workplace	Elective
BSBINM201	Process and maintain workplace information	Elective
BSBITU201	Produce simple work processed documents	Elective
BSBWOR202	Organise and complete daily work activities	Elective
BSBSUS201	Participate in environmentally sustainable work practices	Elective
BSBITU202	Create and use spreadsheets	Elective
BSBWOR203	Work effectively with others	Elective
BSBIND201	Work effectively in a business environment	Elective
BSBITU101	Operate a personal computer	Elective

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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. We will work with students to identify any relevant existing skills and knowledge they may have to determine their eligibility for recognition for any components of the qualification which may save time and avoid unnecessary duplication of training.

Career Pathways

Possible job titles include:

- Administration assistant
- Clerical worker
- Data entry operator
- Information desk clerk
- Receptionist



For further information

Contact Kellie Walker, Training Coordinator at GTNT Training Plus on **(08) 8980 0600** (extension 138) or email training@gtnt.com.au

Unique Student Identifier

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI. This includes students completing an apprenticeship, skill set, and certificate or diploma course. A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

It is free and easy for you to create your own USI online at www.usi.gov.au.
Your local Customer Service office can also provide further information and assistance.
For assistance please call us on our admin desk line 04 2660 3503/02 8872 8903.



GTNT Training Plus is a Recognised Training Organisation that issues nationally recognised qualifications and statements of attainment. RTO number: 0381