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BSB20115 **Certificate II in Business**

Vocational Education and Training

RTO Provider number: 0855

Qualifications and Statements of Attainment issued by Taminmin College are recognised by registered training organisations in all Australian states and territories. Taminmin College recognises qualifications and Statements of Attainment issued by registered training organisations in all Australian states and territories.



TAMINMIN COLLEGE

EDUCATION FOR *life.*



Advantages

- Nationally recognised qualification
- Earn credits towards NTCET
- Develop work skills
- Build confidence and communication skills
- Exposure to potential employers

Dress Requirements

Students are required to dress ready for work for all classes. The dress requirements for business are:

- Neat, tidy attire in line with business requirements
- Tailored black trousers or a black business skirt
- Supplied polo shirt

Structured Work Placement

An important component of VET in Schools training is the Structured Work Placement (SWP). SWP is organised by Industry Engagement Officers (IEOs) who are the link between the school, host workplace and the Registered Training Organisation (RTO). SWP involves spending a work week each semester with a host employer gaining an insight to the requirements and expectations of a worker within this industry. Students do not receive payment for this experience.

About this course

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.

This course is nationally accredited within the Australian Qualifications Framework and outlined within the Business Services Training Package (BSB). Further details on this Training Package are available from the Australian Government's training information website: <http://training.gov.au/Training/Details/BSB>

This qualification runs over twelve months with an expected completion time of two semesters on campus, however this time frame can be extended based on individual student needs.

Program content

This qualification consists of twelve units of competency from the Business Services Training Package.

BSBWS201	Contribute to health and safety of self and others
BSBITU307	Develop keyboarding speed and accuracy
BSBWOR202	Organise and complete daily work activities
BSBWOR204	Use business technology
BSBITU213	Use digital technologies to communicate remotely
BSBITU212	Create and use spreadsheets
BSBINM202	Handle mail
TLIP2029	Prepare and process financial document
BSBITU211	Produce digital text documents
BSBCUS201	Deliver a service to customers
BSBINM201	Process and maintain workplace information
BSBIND201	Work effectively in a business environment

Study and career pathways

On completion of this qualification, students may continue their studies with the Certificate III in Business Administration. Candidates can also transfer to a School Based Apprenticeship at any time or apply for work as an entry level employee within a range of business contexts.

Assessment

Assessments vary with each unit of competency and include demonstrations, observation, questions and answers, portfolios and case studies. Students have a set date when assessments must be completed by. Students will undertake the Australian Standards speed and accuracy typing test with 98% accuracy required under test conditions in line with the current version of AS2708:2001 Keyboarding Speed Test in order to be deemed competent in keyboard skills

How will you learn?

Training and assessment takes place in the Business Training room in Building 20 at Taminmin College Campus. An online learning platform is used to guide students through the requirements of the course.

The course is delivered over four class sessions a week as per the school timetable. Students will be supplied with log on details to the online learning platform and have access a work station and all stationery requirements as per business needs.

Previous studies and skills recognition

Taminmin College recognises qualifications and statements of attainment issued by other Registered Training Organisations (RTO). If you have completed training with another RTO, please talk to your trainer about receiving credit or recognition of prior learning for this course. Credit transfers will be automatic where previous studies have been completed at Taminmin College and the units of competency apply to this qualification.

Support services

Students with special needs, including students with a disability, need to be supported appropriately. Reasonable adjustments will be made to accommodate their special needs. Support for students requiring language, literacy and numeracy skills will be provided by dedicated school staff such as ISAS

Student rights and responsibilities

Students have the right to learn and be treated with respect and dignity. Equally they have a responsibility to demonstrate respect themselves, others and the training environment.

Student responsibilities include:

- Commit to and complete the VET program
- Comply with rules and expectations as detailed in the VET Student Information Handbook
- Comply with work placement requirements
- Comply with workplace health and safety (WHS) requirements
- Attend VET classes on time, dressed appropriately and ready to learn

Eligibility/entry requirements

To gain entry into this qualification, students must be enrolled in a senior secondary government or registered non-government school at year 11 level or above.

Fees

There is a fee of \$150.00 which includes all learner resources, assessments and a uniform consisting of a Taminmin College branded polo style shirt.

This qualification is funded by the Northern Territory Government as Taminmin College utilises government funds to support student employment outcomes

Exit Points

Students may withdraw from this qualification at any time by completing a Withdrawal form and receive a Statement of Attainment for any units of competency successfully completed.

Taminmin College will provide training and assessment in accordance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and ensure that the learner will have the opportunity to complete the qualification offered once a completed enrolment form is processed.