

# Certificate II in Business

Want to get ahead with real world learning? A Business course provides opportunity.

## About the course

The BSB20115 Certificate II in Business is designed to help you work effectively in a business environment and process and maintain workplace information.

**Duration:** 38 weeks - Classroom or Blended Online

**Traineeships QLD:** Full Time - 12 months

Part Time - 24 months

School Based - 24 months

## This course includes

- Communicating in the workplace
- Delivering services to customers
- Contributing to workplace innovation
- Creating and using spreadsheets and simple word process documents.
- Use business technology

## Entry requirements

No entry requirements for this qualification  
Students should have ACSF level 2 written and spoken English and numeracy to be able to meet the foundational skills requirements.

## Where to from here?

Job prospects from this qualification include, Administration Assistant, Clerical Worker, Data Entry Operator, Information Desk Clerk, Office Junior or Receptionist.

## Training for You

To find out more about our courses and how we can help you on your journey contact us at the below:

**Phone** 1800 021 560

**Email** [info@maxsolutions.edu.au](mailto:info@maxsolutions.edu.au)

**Web** [maxsolutions.com.au/training](http://maxsolutions.com.au/training)

[maxsolutions.com.au/training](http://maxsolutions.com.au/training)

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MAX Solutions (RTO: 0667)



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## Recognition of Prior Learning (RPL) and Credit Transfers (CT)

Learners will be provided information about RPL and Credit Transfers prior to or upon enrolment and can discuss their application with their Trainer.

You can learn more about the RPL process at [www.maxsolutions.com.au/training](http://www.maxsolutions.com.au/training)

## Unique Student Identifier (USI)

All students undertaking Nationally Recognised Training in Australia will need to have a USI, Unique Student Identifier.

You will need your USI in order to apply to enrol for training.

Visit [www.usi.gov.au](http://www.usi.gov.au) for more information.

## Units of Competency

### Semester 1 Weeks 1 - 15

- BSBWHS201 Contribute to health and safety of self and others
- BSBCUS201 Deliver a service to customers
- BSBIND201 Work effectively in a business environment
- BSBINM201 Process and maintain workplace information
- BSBINN201 Contribute to workplace innovation
- BSBITU201 Produce simple word processed documents

### Semester 2 Weeks 16 - 30

- BSBITU203 Communicate electronically
- BSBSUS201 Participate in environmentally sustainable work practices
- BSBWOR203 Work effectively with others
- BSBWOR202 Organise and complete daily work activities
- BSBWOR204 Use business technology
- BSBCMM201 Communicate in the workplace
- 40 hours Vocational Placement

### Semester 3 Weeks 31 - 38

- 80 hours Vocational Placement
- Finalise assessment portfolios

Please note that semester breakdowns apply to Classroom based and Blended Online learning only.

## More Information

For delivery locations, online learning, funding information, further courses and information on our policies and procedures, please visit our website or contact our team.

**Phone** 1800 021 560

**Email** [info@maxsolutions.edu.au](mailto:info@maxsolutions.edu.au)

**Web** [maxsolutions.com.au/training](http://maxsolutions.com.au/training)