

BUSINESS AND INFORMATION TECHNOLOGY



flexible delivery

[gaining a qualification on the job as you work]

Certificate II in Business

Business



BUSINESS AND INFORMATION TECHNOLOGY



MEETING YOUR TRAINING NEEDS Developed to meet the needs of people who are already employed in an appropriate business environment. These courses offer you the flexibility of gaining a qualification through a combination of on and off-the-job training at your own pace.

FLEXIBLE DELIVERY QUALIFICATIONS The Business and Information Technology Department is offering the following qualifications in 2006:

Certificate II in Business

Certificate III in Business

Certificate III in Business Administration

Certificate III in Business (Legal Administration)

Certificate III in Business (Medical Administration)

Certificate IV in Business

Certificate IV in Business Administration

Certificate IV in Business (Frontline Management)

Certificate IV in Business (Human Resources)

Certificate IV in Business Development

Certificate IV in Business Management

Diploma of Business

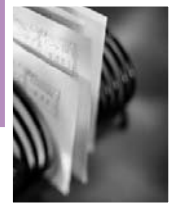
Diploma of Business Administration

Diploma of Business (Human Resources)

Diploma of Business (Frontline Management)

Diploma of Business (Marketing)

CERTIFICATE II IN BUSINESS



What does the course involve? This course provides basic knowledge and skills common across many business roles. The course aims to give you skills in communication, teamwork, use of business technology, processing financial documents and information handling. This course delivers foundation knowledge and skills required to enter employment as a clerical or administrative worker across many industries.

How long is the course? You work through the units at your own pace. Your teacher will devise a Training Plan to guide you through your studies. The completion time is dependent on the units undertaken.

Are there any entry requirements? You must be employed in a relevant field, working at this level.

COURSE STRUCTURE



To gain the Certificate II in Business you must successfully complete a minimum of 12 units. All 12 units may be selected from the 15 common business units of the Business Services Training Package. You must include the compulsory unit BSBCMN211A Participate in workplace safety procedures. You are assessed internally on the basis of submitted assignments and workplace verification.

CERTIFICATE II IN BUSINESS COURSE CODE: BSB20101

Participants must achieve competency in a minimum of 12 units:

- a minimum of eight units from the Common Business units listed below, including the unit BSBCMN211A Participate in workplace safety procedures. All 12 units may be selected from the 15 units below
- plus four units from the *Business Services Training Package* or any other endorsed Training Package, of which a minimum of two units must be from a qualification at AQF level II; a maximum of two units may be included from lower or higher levels in this qualification.

COMPETENCIES



Common Business Units		
BSBCM201A	Work effectively in a business environment	20 hrs
BSBCM202A	Organise and complete daily work activities	20 hrs
BSBCM203A	Communicate in the workplace	40 hrs
BSBCM204A	Work effectively with others	15 hrs
BSBCM205A	Use business technology	30 hrs
BSBCM206A	Process and maintain workplace information	30 hrs
BSBCM207A	Prepare and process financial/business documents	40 hrs
BSBCM208A	Deliver a service to customers	20 hrs
BSBCM209A	Provide information to clients	20 hrs
BSBCM210A	Implement improved work practices	30 hrs
BSBCM211A	Participate in workplace safety procedures	20 hrs
BSBCM212A	Handle mail	15 hrs
BSBCM213A	Produce simple word processed documents	60 hrs
BSBCM214A	Create and use simple spreadsheets	20 hrs
BSBCM215A	Participate in environmental work practices	20 hrs

ASSESSMENT METHODS



How will I be assessed? As part of your assessment for each unit of competency you will be required to provide evidence that demonstrates you can do the work described in the competency standards.

Competence in a unit requires at least three of the following forms of evidence:

- an up-to-date resume noting your experience in this area
- your job description
- portfolio of evidence – a portfolio is a collection of evidence that may be presented to an assessor to demonstrate your competence at a job or task. This may include procedures you follow in the workplace to perform the tasks
- third party workplace reports of your on-the-job performance – a written report from your employer or colleague describing the work you have done. This should include a contact number as the person will be contacted to verify authenticity
- training log to be signed off by you and your supervisor.

Additional assessment tasks may be required by your teacher if insufficient evidence is presented.

ENQUIRIES AND ENROLMENTS



How much does the course cost? Course costs can vary. Please refer to our *Fees and Charges* brochure available at the front office of each campus or via the website.

Where do I find out more?

Contact the Course Coordinator:

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CONTACTS



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