



BSB20115 Certificate II in Business

CRICOS Course code - 095319B

WHAT IS THE QUALIFICATION ABOUT?

This qualification is suitable for those who use business skills and a broad knowledge base in a wide variety of contexts.

Individuals in these roles apply routine solutions to a defined range of problems, analyse, and evaluate information from a variety of sources. They typically report to practitioners that are more senior.

JOB ROLES/ EMPLOYMENT OUTCOMES

Administration Assistant Office Assistant

COURSE ENTRY REQUIREMENT

- Students must be a minimum of 18 years of age, or turning 18 years of age before course commencement.
- Students require a completed Year 12 or equivalent; or Non school-leavers are selected according to eligibility and merit, vocational experience, previous study and personal competencies.
- If one of the following applies, you do not need to provide evidence of an English test score with your visa application:
 - you have completed at least five years' study in one or more of the following countries - Australia, UK, USA, Canada, New Zealand, South Africa, or the Republic of Ireland
 - you are a citizen and hold a passport from UK, USA, Canada, NZ or Republic of Ireland
 - in the two years before applying for the student visa, you completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at the Certificate IV or higher level, while you held a student visa.
- Where required, the minimum requirement for evidence of English test scores are;



English language test providers	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

**The Occupational English Test includes a mark between A and E. An A or B is considered a pass.
The test must have been taken no more than two years before you apply for your student visa.

English exemptions and required evidence are inline with the Australian DoHA and susceptible to ongoing review please see below for further information see;

<https://www.homeaffairs.gov.au/trav/visa-1/500->

QUALIFICATION RULES AND UNITS OF COMPETENCY

12 units in total: 1 core units + 11 elective units

The following lists of units of competency have been selected as being an appropriate combination and suitable for industry required outcomes. *Elective can be chosen according to the requirement of the clients*

Unit Code	Unit Title
Core	
BSBWHS201	Contribute to health and safety of self and others
Elective	
BSBCUS201	Deliver a service to customers
BSBIND201	Work effectively in a business environment
BSBINM202	Handle mail
BSBCM201	Communicate in the workplace
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBITU203	Communicate electronically
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBWOR203	Work effectively with others
BSBWOR204	Use business technology



HOW LONG WILL IT TAKE?

The anticipated time to complete the course is 26 weeks.

Holiday Breaks:

Academic Break

College will have an academic break - Christmas break of 2 weeks and Easter Break for 1 week during their course.

Timetable Break: The 26 comprise of 24 teaching weeks and 2 weeks holidays. This will be calculated and communicated as per the student's intake take at the time of enrolment.

Any changes to this time requirement will be communicated to the staff and students

Note: the completion time will vary depending upon the individual learner, the delivery mode, and whether or not Credit Transfers or Recognition of Prior Learning (RPL) applies.

DELIVERY AND ASSESSMENT

1. Classroom/ Face to Face
2. Simulation
3. Online Assessment

Training and Assessment will be conducted through a combination of blended learning environments. Both knowledge and practical assessments are required to be completed with a competent outcome for each unit to achieve your certificate.

PATHWAYS TO FURTHER STUDY

After achieving BSB20115 Certificate II in Business, individuals could progress to BSB30115 Certificate III in Business. This qualification provides you with a pathway to work in junior administrative roles performing mainly routine tasks.

FEES AND CHARGES

Tuition Fee:- \$2600.00

Admission Fee :- \$200.00

Material Fee:- \$200.00

Payment Plans Available. For any Further details please refer to our fees and charges brochure .

CERTIFICATE ISSUE

A certificate is issued where all 12 units have been deemed competent. A statement of attainment is issued when only some units are deemed competent and the course is not completed in full.



NEW ENGLAND COLLEGE

Issuing of your certificate and or statement of attainment occurs within 30 days of last unit being deemed competent, however this may be delayed in the event that you have not provided your Unique Student Identifier (USI) or you have an outstanding debts not finalised.

LOCATION:

The course shall be delivered at Brisbane campus:

151 Wellington Road

East Brisbane, 4169

Brisbane, QLD.

ENROLMENT

Enrol either online or contact our Admissions Officers at following details:-

P: 07 3164 7070

E: info@nec.edu.au

W: www.nec.edu.au

Version 1.2– May 2018