

Course Code & Name:		Certificate II in Business BSB20115 (with selected units from Certificate III in Business) Current for 2020
Course Aims:		This is an entry level program which may develop a broad range of knowledge and skills ready for employment in a variety of roles including administration and customer service. The program may provide a pathway for continued study into higher education.
Course Delivery	Location and Times:	Year 1: Swinburne University of Technology, 369 Stud Road, Wantirna Wednesday 9:00am – 3:00pm Year 2: Swinburne University of Technology, 369 Stud Road, Wantirna Wednesday 1:00pm – 4:30pm
	Mode of Delivery:	Classroom based
	Duration:	2 years' part time

On successful completion of this program the student will achieve:

Credit towards VCE/VCAL	VCE:	<ul style="list-style-type: none"> A statement of attainment towards the completion of Certificate III in Business Up to 3 units at the Units 1-2 level and a unit 3-4 sequence. Students who want to be eligible for a study score must: <ul style="list-style-type: none"> Satisfactorily achieve all the units of competency designated as the scored Units 3 and 4 sequence. Be assessed in accordance with the tools and procedures specified in the VCE VAT Assessment Guide.
	VCAL:	This program contributes to the Industry Specific Skills Strand of VCAL and may also contribute to the Work Related Skills Strand of VCAL.
	Qualification:	Eligibility for a nationally recognised qualification: BSB20115 Certificate II in Business and partial completion of Certificate III in Business

	Name of RTO & Provider of Qualification:	Swinburne University of Technology (TOID 3059)
	RTO Student Information:	Please refer to http://www.swinburne.edu.au/policies-regulations/ and www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus.
	OHS / Personal Protective Equipment:	N/A
	Excursions:	N/A
	Work Placement:	Not required but is recommended.
	Other:	Please note this course is subject to change.

Units of Competency:

Year 1: Competencies covered in the first year.

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
BSBWHS201	Contribute to health and safety of self and others	20	C
BSBCUS201	Deliver a service to customers	40	E
BSBCMM201	Communicate in the workforce	40	E
BSBIND201	Work effectively in a business environment	30	E
BSBITU211	Produce digital text documents	60	E
BSBITU213	Use digital technologies to communicate remotely	20	E
BSBWOR202	Organise and complete daily work activities	20	E
BSBWOR203	Work effectively with others	15	E
BSBWOR204	Use business technology	20	E
BSBITU212	Create and use spreadsheets	30	E
Total hours		295	

Year 2:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Compulsory / Elective
BSBCUS301	Deliver and monitor a service to customers		35	C
BSBINM301	Organise workplace information		30	C
BSBITU306	Design and produce business documents		80	C
BSBPRO301	Recommend products and services		20	C
BSBWOR301	Organise personal work priorities and development		30	C
Total hours			195	

FUTURE PATHWAYS & OPPORTUNITIES	Complementary studies:	<ul style="list-style-type: none"> Accounting Business Management 	
	Pathways:	<ul style="list-style-type: none"> Certificate IV in Business Diploma of Business Credit towards Bachelor of Business 	
	Possible Future Career Opportunities:	<ul style="list-style-type: none"> Administration Customer Service Marketing Officer Public Relations Officer 	<ul style="list-style-type: none"> Accounts Clerk Receptionist Clerical Assistant Small Business Owner

