

VET COURSE INFORMATION FOR STUDENTS

ST JAMES COLLEGE - RTO: 30526

BSB20115 – CERTIFICATE II IN BUSINESS

QUALIFICATION DESCRIPTION: 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.

FUTURE PATHWAYS: Students who successfully complete this qualification have the underpinning knowledge and skills to gain entry to the Certificate III in Business

To achieve the Certificate I in Business qualification, the student must demonstrate competency in twelve (12) units of competency including one (1) core unit and eleven (11) elective units. If the student does not successfully achieve competency in all six (6) units the student will be awarded a Statement of Attainment listing only the competencies achieved.

Core Units of Competency

BSBWHS201	Contribute to health and safety of self and others
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Elective Units of Competency

BSBADM101	Use business equipment and resources
BSBIND201	Work effectively in a business environment
BSBITU102	Develop keyboard skills
BSBITU202	Create and use spreadsheets
BSBCMM201	Communicate in the workplace
BSBWOR202	Organise and complete daily work activities
BSBITU201	Produce simple word processed documents
BSBITU203	Communicate electronically
BSBWOR203	Work effectively with others
BSBINM202	Handle mail
BSBCUS201	Deliver a service to customers

ESTIMATED DURATION: Two (2) academic years (11 & 12)

TRAINING/ASSESSMENT LOCATION: St James College, 201 Boundary St, Brisbane

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MODE OF DELIVERY: A combination of the following may apply:

- Face to face in a simulated workplace environment for required performance and knowledge evidence
- Work experience at a worksite – third party report
- Online for some components of training for knowledge evidence
- In a classroom for some components of training for knowledge evidence

RELATED SUPPORT SERVICES: Students may negotiate support in addition to scheduled hours, to develop the required skills and knowledge

WORK PLACEMENT ARRANGEMENTS: Work Placement may be required to meet the requirements of the course. This may occur outside school hours, weekends and/or school holiday periods. **A work placement opportunity will only be offered in recognition of completed course work and satisfactory course attendance.**

OBLIGATIONS TO STUDENTS: The College will be responsible for the quality of training and assessment and the issuance of Certification

ENTRY REQUIREMENTS/PRE-REQUISITES: Successful application for USI and provision of this number to VET Department. Students who enrol after the Certificate start date (commencement of Year 11) may only be able to negotiate a package of competencies leading to a Statement of Attainment. They may not be able to achieve the Certificate qualification. There are currently no pre-requisites for this course.

STUDENT OBLIGATIONS: This includes any materials or equipment required. For example, fully enclosed leather upper shoes, sportswear, earphones, PPE, internet access at home.

STUDENT REQUIREMENTS TO COMPLETE COURSE: As detailed in the student agreement form

RTO COMPLAINTS & APPEALS PROCESS: Access to Complaint and Appeals Process via [St James College website](#)

RECOGNITION OF PRIOR LEARNING (RPL): Recognition of Prior Learning (RPL) Process via [St James College website](#)

ASSESSMENT: Competency based assessment that requires students to demonstrate knowledge and skill acquisition and application to the standard of performance required in the workplace. This may include: questioning, observation, practical tasks, third party reports and online training

FEE INFORMATION: No cost to student