

## BSB20107 Certificate II in Business



### Course information

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

This qualification is particularly relevant to people who would like to pick up a set of basic transferrable skills that could be applied across any industry. Job roles could include:

- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Office Junior
- Receptionist.

### Units to be completed

You must complete 12 units of learning to gain the full qualification. This is made up of 1 core (or mandatory) unit and 11 electives.

Core unit	Elective units
BSBOHS201A Participate in OHS processes	
	BSBCUS201A Deliver a service to customers
	BSBIND201A Work effectively in a business environment
	BSBINM201A Process and maintain workplace information
	BSBINN201A Contribute to workplace innovation
	BSBCMM201A Communicate in the workplace
	BSBSUS201A Participate in environmentally sustainable work practices
	BSBWOR203A Work effectively with others
	BSBWOR204A Use business technology
	BSBWOR202A Organise and complete daily work activities
	BSBITU201A Produce simple word processed documents
	BSBSMB201A Identify suitability for micro business

## **Assessment requirements including pathways for prior learning**

The types of assessments that you would be undertaking include:

- Questions and answers either by writing the answers or by verbally answering the questions
- Group activities
- Third party reports
- Case studies
- Demonstration – on the job or in simulated environment

## **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is available to all students. If you believe you have completed a unit that is deemed equivalent to the one that you will be covering in your course; or if you believe that you have gained the necessary skills and knowledge through work or life experiences, please discuss this with your trainer. Your trainer will tell you what evidence and support documentation you will need to provide.

## **Delivery**

Delivery is either class room based or through distance learning

## **Costs**

See fees and charges on our web site or call us at Spectrum 07 38813310

## **Employability Skills**

Certificate II in Business contains employability skills. A summary of the employability skills can be found at <http://employabilityskills.training.com.au/>

## **How to enroll**

Contact Spectrum on 07 38813310 or email [t.sloane@spectrum.org.au](mailto:t.sloane@spectrum.org.au)