



Certificate II in Business

National Code BSB 20107



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| Duration | 12 months nominal | Traineeship | New Entrant |
| Who should attend | Those people who are commencing their career in the business industry. | | |
| Course aims | 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. | | |
| Qualification Rules | <p>Prerequisite requirements There are no prerequisite requirements for individual units of competency.</p> <p>1 core unit plus 11 elective units</p> <p>7 of the elective units must be selected from the elective units list. The other 4 elective units may be selected from the remaining elective units, the BSB07 Business Services Training Package or any other currently endorsed national Training Package. If not listed on document, a maximum of 2 of the 4 units may be selected from either a Certificate I or a Certificate III qualification. Elective units must be relevant to the work outcome, local industry requirements and the qualification level.</p> <p>Pathways from the qualification After achieving the BSB20107 Certificate II in Business, candidates may undertake the BSB30107 Certificate III in Business, a qualification for those seeking to develop more specialised technical skills and knowledge for working in a range of business environments, or a range of other Certificate III qualifications.</p> | | |
| Learning Outcomes/Job Roles | <p>The learning outcomes will be reflected in the many roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:</p> <ul style="list-style-type: none"> • Administration Assistant • Clerical Worker • Data Entry Operator • Information Desk Clerk • Office Junior • Receptionist. | | |
| Assessment outcomes will be gathered using | <ul style="list-style-type: none"> • Demonstration • Theory Assessment • Role Plays & Scenarios • Completion of activities during the delivery | | |
| Documents issued on successful completion | Certificate II in Business BSB20107 | | |
| Price per person | POA | Course Fees | POA |