



Certificate II in Business

National Course Code: BSB20115

Training Package: BSB Business Services Training Package

(Provider Code: 22114)

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.

Licensing/Regulatory Information:

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Updated Qualification:

The course in which you are enrolled is up to date and during or after your enrolment, with national industry standards, the Institute reserves the right to transition you into an alternate course. If this becomes necessary, the Institute will advise you of the change and the arrangements which will be available for you to complete your alternate course.

Entry requirements for the Qualification

There are no entry requirements for this qualification

Recognition of prior Learning

Credit or recognition for units may be granted based on previous learning, studies, and work or life experiences. Contact Administrative services for further Information or email us on admin@aat.edu.au

Thinking of higher education

Thinking of studying next year? Not sure if you should go to TAFE or Uni? Try studying at All Australian Training for more friendly and flexible way of studying with nationally recognised qualifications which leads to higher pathway



What units to be completed by the students (12 units)

BSBWHS201	Contribute to health and safety of self and others
BSBPUR301	Purchase goods and services
BSBWOR203	Work effectively with others
BSBWOR202	Organise and complete daily work activities
BSBINM201	Process and maintain workplace information
BSBINM202	Handle mail
BSBCUS201	Deliver a service to customers
BSBITU201	Produce simple word processing documents
BSBIND201	Work effectively in a business environment
BSBINN201	Contribute to workplace innovation
SIRXCLM101	Organise and maintain work areas
SIRXCOM101	Communicate in the workplace to support team and customer outcomes

The above list includes units being offered at All Australian Training and that are required to complete this qualification. Other colleges may offer different elective options. If licensing in another State other than NSW is required, please check requirements with the relevant State.

How much is the course?

The cost of this course is **\$3,190**

How do I enrol?

Enrol now (admin@aat.edu.au)

Unique Student Identifier (USI)

From 1 January 2015, all students participating in Nationally Recognised Training in Australia will need to have a Unique Student Identifier, or USI. This includes students completing an apprenticeship, skill set, and certificate or diploma course. A USI gives you access to your online USI account and will contain all of your nationally recognised training records and results from 1 January 2015 onwards. Your results will be available in your USI account in 2016. When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life.

How to get a USI

It is free and easy for you to create your own USI online at www.usi.gov.au. Your local Customer Service office can also provide further information and assistance. For assistance please call us on our admin desk line **04 2660 3503/02 8872 8903**.

