



**BUNDABERG STATE HIGH SCHOOL**  
**VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS**

<b>RTO Name: Bundaberg State High School</b>	<b>RTO NO: 30038</b>
<b>VET Course Name: Certificate II in Business</b>	<b>VET Course Code: BSB20115</b>

BSHS Subject Name	Years	Subject Code	ATAR	QCE Credits	VET	Pre-requisite
Certificate II in Business	10/11/12	VBA	-	Up to 4	YES	-

**Program Manager:** Mrs Emma Jansen

**Course Outline:**

This course provides access for students to complete Certificate II in Business (BSB20115) from the Business Services Training Package (BSB) and is a nationally recognised qualification.

This course gives students an understanding of fundamental business skills and provides them with opportunities for development of appropriate life skills to assist them in their transition from school to work within a business environment and as responsible, contributing members in the community.

**Course Content:**

<b>Certificate II in Business (BSB20115)</b>		
Students are required to complete 12 units of competency – 1 core unit and 11 elective units from those listed below.		
BSBWHS201	Contribute to health & safety of self & others^	Core
BSBCMM201	Communicate in the workplace^	Elective
BSBINM201	Process and maintain workplace information	Elective
BSBITU201	Produce simple word processed documents	Elective
BSBITU202	Create and use spreadsheets	Elective
BSBITU203	Communicate electronically^	Elective
BSBWOR202	Organise and complete daily work activities^	Elective
BSBWOR203	Work effectively with others^	Elective
BSBWOR204	Use business technology^	Elective
BSBSUS201	Participate in environmentally sustainable work practices	Elective
BSBITU302	Create electronic presentations	Elective
BSBITU303	Design and produce text documents	Elective

^ Competency delivered in other courses and may affect new learning and QCE points awarded

Students may gain recognition for skills that they have acquired from paid part-time work to complete some units of competency.

**Assessment Outline:**

This is a competency based course. Students will have a number of opportunities (generally three) to demonstrate that they have competently completed the set activities over the course of study. Students are assessed using a variety of techniques such as folios of work, in-class tests, scenario based activities, internet activities, simulated workplace activities and teacher observation.



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### Career Pathways:

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.

### Potential Activities:

Students are provided with the opportunity to do Structured Workplace Learning where they are provided with the opportunity to work in the 'real world'. Students will be working on projects involving computer software packages including working in authentic office environments while learning basic office duties.

### Costs:

There are additional costs involved in this course for materials used. Students will be required to provide their own resources to complete their set tasks. Through their resource hire fee, students have access to the photocopied class materials, required texts, software and hardware.

### Student Requirements:

There are no prerequisites for this course. This course is designed for students who have an interest in the clerical-administration area. Students require a laptop device connected to the school network and internet to successfully study this course. The Microsoft Office suite is available free to students and can be accessed from the school network.

### Student Information:

Bundaberg State High School does not guarantee that students will complete their qualification or units of competency, however at Bundaberg State High School VET tracking/case-management of students is in place as a checking system to see that students are progressing towards completions. We encourage parent and student communication in this process. We also do not guarantee an employment outcome upon completion. Qualifications must be completed in a manner that meets the VET Standards for RTO's 2015.

All information is correct at time of publication but is subject to change.

