

Certificate II in Business

Course code: BSB20115

The Certificate II in Business is an entry-level program that aims to develop a broad range of knowledge and skills to prepare students for employment in a variety of roles including administration and customer service. On successful completion of a VETiS course, students are guaranteed a place in a Swinburne Vocational Education program (subject to entry requirements for the course they wish to undertake are met).

Location and times

Year 1

Croydon and Wantirna campuses
Wednesday 9.00am–3.00pm

Year 2 (2020)

TBA

Mode of delivery

Classroom based

Duration

Two years part-time

Outcomes

On successful completion of this program, students will:

- VCE: be eligible for up to four units of credit towards their VCE at Units 1 and 2 level. Students who complete the second year of this program will be eligible for four units at Units 1 and 2 level and a Units 3 and 4 sequence.

Students wishing to receive an ATAR contribution for the 3 and 4 sequence of VCE VET Business must meet all assessment requirements relating to this program according to the VCAA Business extract dated Oct 2015

www.vcaa.vic.edu.au/Pages/vet/programs/business/business.aspx#H2N1007D

- VCAL: meet the requirements for the Industry Specific Skills strand and may also contribute to the Work Related Skills Strand of VCAL.
- Qualification: be eligible for a nationally recognised qualification.

Structured Workplace Learning

Structured Workplace Learning (SWL) is not required but is strongly recommended by the Victorian Curriculum and Assessment Authority www.vcaa.vic.edu.au/

The finding and management of SWL is the responsibility of the school.

Complementary studies

- Accounting
- Business Management

Pathway opportunities

- Certificate III in Business
- Certificate IV in Business
- Diploma of Business
- Bachelor of Business

Fees and application

Contact the Secondary School VET Coordinator or Careers Practitioner.

Career opportunities

- Administration
- Customer service
- Marketing officer
- Public relations officer
- Accounts clerk
- Receptionist
- Clerical assistant
- Small business owner

Information for students

Please refer to www.swinburne.edu.au/policies-regulations/ for student rights and responsibilities while on campus.

More information

T: 1300 275 794

E: VETinschools@swin.edu.au

W: www.swinburne.edu.au/vetis

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Units of competency

Year 1

Unit code	Unit name	Nominal hours	Compulsory / Elective
BSBWHS201	Contribute to health and safety of self and others	20	C
BSBCUS201	Deliver a service to customers	40	E
BSBCMM201	Communicate in the workforce	40	E
BSBIND201	Work effectively in a business environment	30	E
BSBITU201	Produce simple work processed documents	60	E
BSBITU203	Communicate electronically	20	E
BSBWOR202	Organise and complete daily work activities	20	E
BSBWOR203	Work effectively with others	15	E
BSBWOR204	Use business technology	20	E
BSBITU202	Create and use spreadsheets	30	E
Total nominal units		295	

Year 2 competencies (for 2020) to be advised.

Information is current at the time of publication but is subject to change.