The Certificate II in Business (with selected units from Certificate III 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**
Wantirna campus
Wednesday 9:00am–3:00pm

**Year 2 (2018)**
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 selected units of competency from Certificate III in Business 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 http://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 BSB20115 Certificate II in Business with partial completion of BSB30115 Certificate III in Business.

**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
Certificate II in Business

Units of competency

Year 1

<table>
<thead>
<tr>
<th>Unit code</th>
<th>Unit name</th>
<th>Nominal hours</th>
<th>Compulsory / Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWH201</td>
<td>Contribute to health and safety of self and others</td>
<td>20</td>
<td>C</td>
</tr>
<tr>
<td>BSBCUS201</td>
<td>Deliver a service to customers</td>
<td>40</td>
<td>E</td>
</tr>
<tr>
<td>BSBCM201</td>
<td>Communicate in the workforce</td>
<td>40</td>
<td>E</td>
</tr>
<tr>
<td>BSBIN201</td>
<td>Work effectively in a business environment</td>
<td>30</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple work processed documents</td>
<td>60</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU203</td>
<td>Communicate electronically</td>
<td>20</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities</td>
<td>20</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others</td>
<td>15</td>
<td>E</td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology</td>
<td>20</td>
<td>E</td>
</tr>
<tr>
<td>BSBITU202</td>
<td>Create and use spreadsheets</td>
<td>30</td>
<td>E</td>
</tr>
</tbody>
</table>

**Total nominal units 295**

Year 2 competencies (for 2018) to be advised

Information is current at the time of publication (July 2016) but is subject to change.