



BUSINESS

work
& TRAINING



BSB20115

Certificate II in Business

This qualification is aimed at those who:

- * wish to study in a supportive environment
 - * a desire to improve their computer skills
 - * a pathway to starting their own business
- and/or
- * interested in working in an admin role

Course Schedule

Duration: 16 Weeks

Date: 29th March – 13th July

Class Time: 9.30am – 2.30pm

Format: Two days per week in class (Monday's & Tuesday's) and two days per week home study for 16 weeks.

Venue: Tresca Community Centre,
39 Main Rd, Exeter

Cost: funded places* are limited.
This training is subsidised by the
Department of State Growth,
Tasmania. *subject to eligibility

Information Session

Tuesday 23rd March
10:00am – 12:00pm

**Contact the
Neighbourhood House
on 6394 4231 and Work
& Training on 6336 0764
to register your interest**

For more information contact us:



1300 309 675



workandtraining.com.au



trainingcourses@workandtraining.com.au

work
& TRAINING

Provider no: 1126

Hobart
1 Bowen Rd
PO Box 447
Moonah TAS 7009

Launceston
26 Elizabeth St
PO Box 5500
Launceston TAS 7250

Devonport
56 Oldaker St
Devonport TAS 7310

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Course Content

On completion of the course, participants will be able to demonstrate the practical skills and knowledge regarding:

- Workplace health and safety
- Customer service and communication skills
- Use of business technology
- Teamwork
- Plan skills development
- Operating digital devices, Microsoft word and excel
- Handling mail

Course Information

Training will be delivered by one of our professional trainers with extensive industry experience. The training utilises materials such as power point presentations, paper based resources, current industry workbooks and practical tasks. Assessments will be conducted using knowledge, case studies, observation and competency conversation assessment tools.

This program is nationally recognised and on successful completion you will be awarded with the qualification:

- BSB20115 Certificate II in Business

For information around refunds, LLN issues, available support services, possible government subsidies, and all other relevant information, please refer to our student guide handbook – which is located on our website, or can be made available on request.

Units of Competency

- BSBWHS201 - Contribute to health and safety of self and others
- BSBWOR204 - Use business technology
- BSBWOR203 - Work effectively with others
 - BSBCMM201 - Communicate in the workplace
 - BSBLED101 - Plan skills development
 - BSBWOR202 - Organise and complete daily work activities
 - BSBITU213 - Use digital technologies to communicate remotely
 - BSBINM202 - Handle mail
 - BSBITU211 - Produce digital text documents
 - BSBITU212 - Create and use spreadsheets
 - BSBCUS201 - Deliver a service to customers
 - BSBITU111 - Operate a personal digital device

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