

Certificate II in Business

BSB20107

This qualification is suitable for new employees who will perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

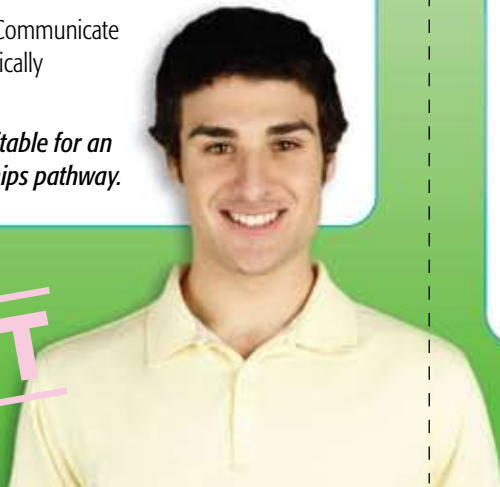
Comprising 12 units, there is 1 core (mandatory) unit:

- BSOHS201A Participate in OHS processes

And 11 elective units which could be similar to the selection below:

- BSBCUS201A Deliver a service to customers
- BSBIND201A Work effectively in a business environment
- BSBINM201A Process and maintain workplace information
 - BSBINM202A Handle mail
- BSBINN201A Contribute to workplace innovation
- BSBCMM201A Communicate in the workplace
- BSBWOR202A Organise & complete daily work activities
 - BSBWOR203A Work effectively with others
 - BSBWOR204A Use business technology
- BSBITU202A Create & use spreadsheets
 - BSBITU203A Communicate electronically

This qualification is suitable for an Australian Apprenticeships pathway.



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Certificate III in Business

BSB30107

This qualification reflects the role of individuals who apply a broad range of competencies in a varied work context using some discretion, judgement and relevant theoretical knowledge. They may provide technical advice and support to a team.

Comprising 12 units, there is 1 core (mandatory) unit:

- BSOHS201A Participate in OHS processes

And 11 elective units which could be similar to the selection below:

- BSBCUS301A Deliver & monitor a service to customers
- BSBFIA301A Maintain financial records
- BSBADM311A Maintain business resources
 - BSBINN301A Promote innovation in a team environment
- BSBCMM301A Process customer complaints
- BSBITU303A Design & produce text documents
 - BSBITU304A Produce spreadsheets
- BSBITU305A Conduct online transactions
 - BSBITU306A Design & produce business documents
 - BSBITU309A Produce desktop published documents
- BSBWRT301A Write simple documents

This qualification is suitable for an Australian Apprenticeships pathway.

Certificate IV in Business

BSB40207

This course is recommended for those people who may provide leadership to others covering a broad range of knowledge and skills.

Comprising 10 units of competency, there is 1 core (mandatory) unit:

- BSOHS407A Monitor a safe workplace and 9 elective units which could be similar to the following:
- BSBFIA402A Report on financial activity
- BSBADM409A Coordinate business resources
 - BSBCMN401A Make a presentation
- BSBITS401A Maintain business technology
- BSBLED401A Develop teams and individuals
- BSBMKG413A Promote products and services
- BSBMKG414A Undertake marketing activities
 - BSBREL401A Establish networks
 - BSBRES401A Analyse and present research information

This qualification is suitable for an Australian Apprenticeships pathway.

For more information, visit
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