



BUSINESS SERVICES

Based on the Business Services Training Package (BSB)



POSSIBLE QUALIFICATIONS	<p>Students who are assessed as competent for all Units of Competency in the 240 hour course are eligible for the following award under the Australian Qualifications Framework:</p> <p style="text-align: center;">Certificate II in Business (BSB20115)</p> <p>Students who are assessed as competent for some of the Units of Competency will be eligible for an AQF Statement of Attainment towards Certificate II in Business (BSB20115).</p>																																																																				
GENERAL INFORMATION	<p>The above qualification is nationally recognised entry-level qualification for employment in the Business Services industry. This course would suit students who are interested in a career in the office or business environment and in other personal contact & service occupations such as legal or medical secretary, business management, marketing, advertising and finance. The knowledge, skills and attitudes acquired by students in this course will also be of value in future study and daily life.</p>																																																																				
UNITS TO BE UNDERTAKEN	<table border="1"> <thead> <tr> <th>Unit Code</th> <th>Units of competency</th> <th>AQF Status</th> <th>BOSTES</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;">Requirements</td> <td>12 units: 1 Core, 11 Elect</td> <td>9 Compulsory, 95 hours Elect</td> </tr> <tr> <td>BSBWHS201</td> <td>Contribute to health and safety of self and others</td> <td>Core</td> <td>Compulsory</td> </tr> <tr> <td>BSBWOR204</td> <td>Use business technology</td> <td>Elective</td> <td>Compulsory</td> </tr> <tr> <td>BSBCMM201</td> <td>Communicate in the workplace</td> <td>Elective</td> <td>Compulsory</td> </tr> <tr> <td>BSBIND201</td> <td>Work effectively in a business environment</td> <td>Elective</td> <td>Compulsory</td> </tr> <tr> <td>BSBWOR203</td> <td>Work effectively with others</td> <td>Elective</td> <td>Compulsory</td> </tr> <tr> <td>BSBINM201</td> <td>Process and maintain workplace information</td> <td>Elective</td> <td>Compulsory</td> </tr> <tr> <td>BSBWOR202</td> <td>Organise and complete daily work activities</td> <td>Elective</td> <td>Compulsory</td> </tr> <tr> <td>BSBSUS201</td> <td>Participate in environmentally sustainable work practices</td> <td>Elective from another TP</td> <td>Compulsory</td> </tr> <tr> <td>BSBCUS201</td> <td>Deliver a service to customers</td> <td>Elective</td> <td>Compulsory</td> </tr> <tr> <td>BSBADM311</td> <td>Maintain business resources</td> <td>Elective</td> <td>Elective</td> </tr> <tr> <td>BSBINM202</td> <td>Handle mail</td> <td>Elective</td> <td>Elective</td> </tr> <tr> <td>BSBITU102</td> <td>Develop keyboard skills</td> <td>Elective</td> <td>Elective</td> </tr> <tr> <td>BSBITU201</td> <td>Produce simple word processed documents</td> <td>Elective</td> <td>Elective</td> </tr> <tr> <td>BSBITU202</td> <td>Create and use spreadsheets</td> <td>Elective</td> <td>Elective</td> </tr> <tr> <td>BSBITU203</td> <td>Communicate electronically</td> <td>Elective</td> <td>Elective</td> </tr> </tbody> </table>	Unit Code	Units of competency	AQF Status	BOSTES		Requirements	12 units: 1 Core, 11 Elect	9 Compulsory, 95 hours Elect	BSBWHS201	Contribute to health and safety of self and others	Core	Compulsory	BSBWOR204	Use business technology	Elective	Compulsory	BSBCMM201	Communicate in the workplace	Elective	Compulsory	BSBIND201	Work effectively in a business environment	Elective	Compulsory	BSBWOR203	Work effectively with others	Elective	Compulsory	BSBINM201	Process and maintain workplace information	Elective	Compulsory	BSBWOR202	Organise and complete daily work activities	Elective	Compulsory	BSBSUS201	Participate in environmentally sustainable work practices	Elective from another TP	Compulsory	BSBCUS201	Deliver a service to customers	Elective	Compulsory	BSBADM311	Maintain business resources	Elective	Elective	BSBINM202	Handle mail	Elective	Elective	BSBITU102	Develop keyboard skills	Elective	Elective	BSBITU201	Produce simple word processed documents	Elective	Elective	BSBITU202	Create and use spreadsheets	Elective	Elective	BSBITU203	Communicate electronically	Elective	Elective
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HSC INFORMATION	<p>The course is a Category B course and may be counted towards the ATAR. Mandatory units of competency from the above list are examined. Students should note that the HSC examination in this subject is optional. Students not wishing to achieve a ATAR need not sit the HSC examination.</p> <p>NB: only 2 units of Category B subjects can be counted towards the ATAR.</p> <p><i>The syllabus is currently being revised by BOSTES. The units listed above are a guide to those to be included.</i></p>																																																																				
WORK PLACEMENT	<p>The Board of Studies requires students to complete a minimum of 70 hours of work placement. Work placement is a mandatory component of the course and must be completed prior to the HSC exam.</p>																																																																				
ASSESSMENT	<p>This course is competency based and the student's performance is recognised against a prescribed industry standard. Students are assessed using a variety of oral, written and practical assessment methods. They are given a number of opportunities to demonstrate competence across the range of competency standards covered by this course. Both formal and informal assessment events will occur throughout Years 11 and 12.</p>																																																																				
RECOGNITION OF PRIOR LEARNING (RPL)	<p>You may be entitled to apply for Recognition of Prior Learning. If you have completed any training, either through your part-time work, TAFE or other courses you have completed recently, or through experience gained in other ways you can apply for RPL. You should talk to your School VET Coordinator, Careers Adviser or Business Services teachers for further information.</p>																																																																				
COSTS	<p>A course fee of \$80.00 is currently charged to cover materials and consumables, external students will pay E-VET course costs for 2016 \$280</p>																																																																				
LINKS TO OTHER COURSES OR QUALIFICATIONS	<p>The course outcomes are recognised by TAFE and other Registered Training Providers. Students gaining the above qualification may move directly into the next qualification level with another training provider. The 240 hours may also be credited against a related traineeship.</p>																																																																				