

KICK START YOUR CAREER WITH BSB20115 Certificate II Business



This qualification provides an occupational outcome in a variety of administrative positions such as Receptionist, Administrative Assistant, Data Entry Officer, Office Junior and much more. Individuals in these roles will generally work under direct supervision.

Course Location: Kwinana

Course Duration: 14 weeks / 4 days per week

Start Date: To be advised

Mode of Delivery: Instructor led training

If you are unemployed or underemployed and aged 15 to 65, you may be eligible for this course at a subsidised fee of between \$420 to \$447.47*(this fee may be waived pending proof of financial hardship)

*This is a subsidised rate funded by the WA Department of Training and Workforce Development.

Entry Requirements:

To be eligible to participate in this program, students will be aged between 15—65 years and be in receipt of Newstart, Youth Allowance or Disability payments via Centrelink.

All students identifying as Aboriginal or Culturally and Linguistically Diverse are also encouraged to apply.

If students do not meet any of this criteria, they will need to be referred by a Department of Training and Workforce Development Broker.

Contact : Penny Crittall on 0476 803 960 or email training@bridgingthegap.org.au

RTO CODE 52113

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KICK START YOUR CAREER WITH BSB20115 Certificate II Business

This course will give you the skills to work as an Administration Assistant, Receptionist, Data Entry Officer and much more



Units of Competency—1 core unit and 11 electives

1. BSBWHS201 Contribute to health and safety of self and others
2. BSBCUS201 Deliver a service to customers
3. BSBIND201 Work effectively in a business environment
4. BSBINM201 Process and maintain workplace information
5. BSBINM202 Handle mail
6. BSBCMM201 Communicate in the workplace
7. BSBITU201 Produce simple word processed documents
8. BSBITU202 Create and use spreadsheets
9. BSBITU203 Communicate electronically
10. BSBWOR202 Organise and complete daily work activities
11. BSBWOR203 Work effectively with others
12. BSBWOR204 Use business technology



The participation program is an initiative of the WA Department of Training & Workforce Development which provides financial assistance to help people gain a recognised qualification.

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