

BSB20115 Certificate II in Business Online Program



UNITS OF COMPETENCY

Core Unit (1 unit)

BSBWHS201 Contribute to health and safety of self and others

Elective Units (11 units)

BSBCMM201 Communicate in the workplace

BSBCUS201 Deliver a service to customers

BSBIND201 Work effectively in a business environment

BSBINN201 Contribute to workplace innovation

BSBITU111 Operate a personal digital device

BSBITU112 Develop keyboard skills

BSBITU213 Use digital technologies to communicate remotely

BSBSUS201 Participate in environmentally sustainable work practices

BSBWOR202 Organise and complete daily work activities

BSBWOR203 Work effectively with others

ICTICT103 Use, communicate and search securely on the internet

Student Fees Information

"This training is subsidised by the NSW Government"

The student fees will vary based on eligibility criteria. For more information on eligibility visit www.smartandskilled.nsw.gov.au

First Qualification	\$880
Subsequent Qualification	\$870
Concession	\$160
Exemption	\$0

Entry Requirement

- USI (Unique Student Identifier) Number
- Minimum language literacy numeracy requirements
- Must meet Smart and Skilled eligibility requirements



About the Course

During this course students will develop:

- MS Windows and computer literacy skills
- The ability to communicate electronically through email and Zoom
- Internet skills
- Touch typing skills
- Customer Service skills
- General business and employment skills

Employment outcomes

This course provides broad skills that can be used in a variety of industries. Specific skills that will be developed include:

- ✓ Computer skills
- ✓ Customer service skills
- ✓ Team and Communication skills
- ✓ The ability to study or work remotely

About the course

Smart and Skilled Funding Availability in NSW

OCTEC Ltd can deliver this qualification through the Smart and Skilled Entitlement Full Qualification program for online delivery throughout NSW. Student's must meet Smart and Skilled eligibility requirements to enter this program.

Details on Smart and Skilled eligibility requirements can be found at <https://smartandskilled.nsw.gov.au/are-you-eligible>

Delivery Mode

This qualification program is delivered in an **online** training model. The program includes:

- Virtual training workshops (via Zoom)
- Homework / Self-Paced Structured Learning activities delivered through an online Learning Management System

Duration and Amount of training (Student Commitment)

This is a full-time study program that is completed over **26 weeks**. Students considering this program should be able to commit up to 22 hours per week throughout the program. This course work will include:

- Virtual training workshops 2 days per week (6 hours per day)
- Up to 10 hours of Homework / Self-Paced Structured Learning activities each week

Refer to the *BSB20115 Certificate II in Business (Online) Information Booklet* for further details.

Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC provides, please refer to the *BSB20115 Certificate II in Business Online Information Booklet* and our *Student Handbook*. If you have not been provided a copy of this booklet, please contact Jacob on 02 6862 5484 or email us at training@octec.org.au.

Students must review the course information booklet and Student Handbook before enrolling into this program.

Identification and documents for enrolment

When enrolling in this program, you will need to bring the following identification and documents with you:

- ✓ Unique Student Identifier (USI). *If you do not have a USI, OCTEC will provide you with information on how to attain a USI*
- ✓ Evidence of your citizenship, permanent residence status or refugee status. This may include one of the following:
 - ✓ Green Medicare Card
 - ✓ Passport or Birth Certificate
 - ✓ Visa or residency documents
- ✓ Evidence of residency in NSW, This may include:
 - ✓ Drivers Licence or Proof of age card OR
 - ✓ Utilities bill
- ✓ Centrelink Concession Card or other proof of concession (if you are applying for concession fees)

Concession Eligibility

Concession fees are discounted fees for disadvantaged students. For example a student who receives a specified Commonwealth benefit or allowance is eligible for a concession fee for this qualification.

Please refer to the *BSB20115 Certificate II in Business Information Booklet* for details on concession eligibility.

Exemption Eligibility

Students who qualify for a fee exemption are:

- ✓ Aboriginal and Torres Strait Islander people
- ✓ People with a disability (who meet the exemption criteria)
- ✓ Dependent child, spouse or partner of a recipient of the Disability Support Pension
- ✓ Recipients of fee-free scholarships (refer to information booklet for more information)

For full details of concession and exemption eligibilities, including evidence requirements, please refer to the *BSB20115 Certificate II in Business Information Booklet*

FOR MORE INFORMATION

Contact Jacob on 02 6862 5484 or 0411 439 638