BSB20115 Certificate II in Business

Modification History

<table>
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<tr>
<th>Release</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Release 2</td>
<td>This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.</td>
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<tr>
<td>Release 1</td>
<td>This qualification first released with BSB Business Services Training Package Version 1.0.</td>
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Qualification Description

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 12

1 core units plus

11 elective units of which:

- 7 elective units must be selected from the elective units listed below
- 4 elective units may be selected from the elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level
• if not listed below, 2 of the 4 elective units may be selected from either a Certificate I or a Certificate III qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBWHS201 Contribute to health and safety of self and others

Elective Units

BSBCUS201 Deliver a service to customers
BSBIND201 Work effectively in a business environment
BSBINM201 Process and maintain workplace information
BSBINM202 Handle mail
BSBINN201 Contribute to workplace innovation
BSBCMM201 Communicate in the workplace
BSBITU211 Produce digital text documents
BSBITU212 Create and use spreadsheets
BSBITU213 Use digital technologies to communicate remotely
BSBSMB201 Identify suitability for micro business
BSBSUS201 Participate in environmentally sustainable work practices
BSBWOR202 Organise and complete daily work activities
BSBWOR203 Work effectively with others
BSBWOR204 Use business technology
FNSACC311 Process financial transactions and extract interim reports

Qualification Mapping Information

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<thead>
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<th>Code and title</th>
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<th>Equivalence status</th>
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<tr>
<td>current version</td>
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**Links**

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10