



COURSE INFORMATION

BSB20115 Certificate II in Business

School Based Traineeship

The Certificate II in Business is accredited throughout Australia. As the entry level qualification for those interested in a business career, you will learn a variety of essential practical skills and operational knowledge.

The Certificate II of Business will help you:

Become familiar with business technology, learning to select, maintain and use the technology appropriate for the task.

- Organise your work schedule
- Identify work place risks and introduce you to WHS regulations
- Work as a part of a team
- Choose appropriate methods for communication and problem solving

This course information brochure provides valuable information about the qualification, units of competency, delivery method and cost of training.



Please take the time to read this information to ensure this qualification is right for you.

Look Now Training staff are available to answer any of your queries on 07 5334 9922.

Qualification Information

Requirements

There are no entry requirements.

However, you will need to have access to a computer with an internet connection and before enrolling, you proficiency in language, literacy and numeracy will be assessed to determine what level of support you may need to assist you through your study program.

Course Delivery

This qualification is delivered to school-based trainees via online and work-based delivery.

A trainer/assessor will visit the workplace to provide students with face to face training in theory and practical observation. In the workplace, the student are receiving practical hands on application to support their learning. Some off the job training may also occur at the school or a selected training venue.

Online delivery gives you the flexibility to fit your study around your existing commitments while still having the full support of industry experts. Study at your own pace and access the course materials at a time that is suitable to you, from right where you are.

Qualification Consists of

- » **Total of 12 units**
- » 1 core unit
- plus
- » 11 elective units of which
 - 7 elective units must be selected from this training package*
 - however, 4 elective units may be selected from this qualification package level or any other endorsed Training Package*

Duration

Traineeship - school based 24 months

IMPORTANT: A program using work-based delivery, is available only to students that currently hold positions within organisations where it is agreed that the student can gain access to the required resources, facilities and information necessary for their training and assessment as outlined in the training plan and employer resource assessment.

Course Price

School-based Traineeship

Students in Queensland wishing to enrol in a traineeship must be employed and signed up as an eligible trainee by an Australian Apprenticeship Support Network. The Student Contribution Fees are a student's contribution to the cost of training and assessment services provided by Look Now Training.

The current student contribution fee for this qualification is \$1.60 per nominal hour.

School-based trainees are exempt from paying student contribution fees under the User Choice program whilst at school. If the training contract has been converted to full time or part time, fees will apply.

***must meet the eligibility requirements for an Australian Government Australian Apprenticeship and funded training through Queensland User Choice program; be employed or hosted with an appropriately resourced business workplace and be signed into a valid and registered contract.**

How to Enrol:

Applications for this course can be made by contacting Look Now Training:

☎ (07) 5334 9922

✉ info@looknowtraining.edu.au



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