

KALTRAINING▶

Certificate II in Business (BSB20115)



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(RTO NO: 20815) KAL Multimedia Training trading as KAL Training

BSB20115 - Certificate II in Business

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

There are no prerequisites required for this qualification, but some units have underpinning skills required, these are listed for the unit itself.

ACSF level 2- tested at the time of enrolment.

Pathways from the qualification

After achieving this qualification, students can continue on to the Certificate III and IV in Business Administration and those who do are encouraged to find a traineeship or employment in the business industry.

After completion of this course students can find employment as
Administration Assistant
Office Assistant

Packaging Rules

Total number of units = 12

1 core units plus

11 elective units

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.

Units delivered by KAL:

CODE	DESCRIPTION	
BSBWHS201	Contribute to health and safety of self and others	CORE
BSBITU202	Create and use spreadsheets	Elective
BSBCUS201	Deliver a service to customers	Elective
BSBINM202	Handle Mail	Elective
BSBWOR202	Organise and complete daily work activities	Elective
BSBINM201	Process and maintain workplace information	Elective
BSBWOR204	Use Business Technology	Elective
BSBINN201	Contribute to workplace innovation	Elective
BSBIND201	Work effectively in a business environment	Elective
BSBITU201	Produce simple word processed documents	Elective
BSBITU203	Communicate electronically	Elective
BSBCMM201	Communicate in the work place	Elective

Course Fees	\$95 enrolment Fee plus tuition fee (Students eligible for Skills First program \$360 or \$72 for Concession Card holders or Fee for Service \$1440). These fees are subject to change during the year and amounts quoted are indicative only and can reduce if there are any credit transfers or Recognised Prior Learning (RPL) units.
Target learners	This course is for entry level workers who are entering the business environment. Learners will have basic to no knowledge of computers or software programs. These learners could be either workers looking to re-train in the business environment or those looking to entering the work force such as school age students or those who have just completed.
Duration	12 Months
Participation	KAL uses Catapult online learning system to deliver this course. Students have access to all their units 24 hours a day. We expect our students to work on their assignments at least 3 days a week and submit at least one assignment per month.
What this course is about and who it is for	This course is designed for learners to develop a range of basic skills which are required in today's Business environment. These include communication & customer service skills, Information technology and multimedia skills for practical use in a range of different business industry environments. New entrants or clients with basic knowledge but no qualification.
Student requirements	Students require access to a computer or laptop and the internet. Students also require a current email address.
Online Learning System	Kal Training delivers the Certificate II in Business course through the Catapult online system. Here you as a student logon and complete all your reading and assessment work online. The system also holds all your learning material for you to be able to access remotely via the internet. Catapult Login http://kalmultimedia.elearninglogin.com

2018 Course Fees and Charges

IMPORTANT INFORMATION FOR STUDENTS:

ENROLMENT FEE:

These fees are may be charged annually and range as follows:

- Certificate IV and under - \$0 to \$195 enrolment fee
- Diploma and above – \$0 to \$195 enrolment fee
- School Based Apprenticeships or Traineeships - \$0 to \$195 enrolment fee

Students may also pay course fees. These course fees are calculated per nominal hour or may be capped. Payment Plans are available.

Two options for course fees are available.

- The Skills First Program - subsidies student course fees (eligibility applies)
- FEE FOR SERVICE (Full course fees)

The Skills First Program

Not all students will be eligible for this funding.

“Courses delivered under Victorian and Commonwealth government funding”

Through the Skills First program, the Victorian Government is committed to providing high quality training that aligns with industry and community demands and workforce needs. Skills First sets a high benchmark for training quality, and is aimed at supporting the courses that are most likely to lead to employment.

To be eligible for the subsidy, you need to be a Victorian resident and meet the following criteria:

Must meet one of the following citizen/residency status:

- An Australian citizen
- An Australian Permanent Resident (holder of a permanent visa)
- A New Zealand citizen

And are any of the following:

i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;

ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;

iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);

iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior);
or

v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

Please note than as at 25th November 2013, secondary school students (excluding School Based Apprentices and Trainees) are not eligible for training under the Victorian Training Guarantee. This includes students enrolled in any government, non-government, independent, Catholic or home school.

How many courses am I eligible for?

In 2018, students are only allowed to begin two government subsidised courses in a year, as long as you are not doing any more than two government subsidised courses at a time. For example, if you are continuing a government subsidised Certificate III in Media from 2017, you can start one more course in 2018 until you finish (or withdraw from) your Media course, then you can start a second course in 2018.

Effective 16th June 2014, students are only allowed a maximum of two (2) government subsidised commencements at the same qualification level across **their** lifetime. Commencements in a Foundations Skills

Course and VET certificates completed as part of a senior secondary qualification are not taken into account. For further information, go to www.education.vic.gov.au.

FEE FOR SERVICE students

If you are not eligible for Government subsidised funding, you can still undertake a course, but would have to pay on a fee for service basis. The fees vary from \$4 to \$10 per nominal hour depending on course you are enrolling into.

The following table shows the tuition fees applicable as at 1st January 2018 under *Skills First Program* funding

Course	Skill Level	Fee per nominal hour (subject to change)
Business/Business Administration	Certificate II to IV	\$1.00 to \$2.00
Leadership and Management	Diploma	\$1.00
Bookkeeping	Diploma and Advanced Diploma	\$1.00 to \$1.50
	Certificate IV	\$0.50
Childcare/School Age Care/Community Services	Certificate II to IV	\$0.50
	Diploma and Advanced Diploma	\$0.50
Media and Information, Digital Media and Technology	Certificate II to IV	\$0.50
	Diploma and Advanced Diploma	\$0.50
Training Design and Development	Diploma	\$4.00

Depending on the selected course, there may be extra General Course fees such as text or reference books, first aid, food handling, final assessment fee, Catapult fees, general materials fee, etc.

*If the Skills First Program reduces the subsidy of your course next calendar year, then there may be an increase in fees charged. If there are significant changes, we will inform you via written notifications.

Concessions

Students can apply for concessions where they can prove that they are:

receiving government benefits, pensions or allowances

the dependant spouse of a person who is receiving government benefits, pensions or allowances or the

dependent child of parents who are receiving government benefits, pensions or allowances.

The person in receipt of the government benefit must hold one of the following cards:

Commonwealth Health Care Card -Pensioner Card -Veteran's Gold Card

From 1st July 2012, Tuition Fee for Concession holders for Certificates II to IV will be charged at 20% of the hourly fee (see above table) that we would charge a non-concession government subsidised student in the same course. There are no concession fees applicable for Diploma and above courses, except for Koorie students.

Tuition fee waiver is available for job seekers who provide us with a Job Seeker Referral form from their Employment Service Provider (ESP). This confirms the Job network agency's intention to pay the students tuition fees. Enrolment fee and general materials fee are still charged to the student.