



Australian Government

BSB20115 Certificate II in Business

Release 1

BSB20115 Certificate II in Business

Modification History

Release	Comments
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

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

BSBWH201 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

BSBITU201 Produce simple word processed documents

BSBITU202 Create and use spreadsheets

BSBITU203 Communicate electronically

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

FNSACC301 Process financial transactions and extract interim reports

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB20115 Certificate II in Business	BSB20112 Certificate II in Business	Updated to meet Standards for Training Packages	Equivalent qualification

Links

Companion volumes available from the IBSA website:

http://www.ibsa.org.au/companion_volumes - http://www.ibsa.org.au/companion_volumes