

Business

Qualification

- BSB10101 - Certificate I in Business
- BSB20101 - Certificate II in Business
- BSB30101 - Certificate III in Business
- BSB30201 - Certificate III in Business (Administration)

Our Delivery

At Training Prospects we deliver our training in a flexible method, to suit you – the employer. We offer:

- A combination of on-job and off-job training methodologies
- Intake for new apprentices all year around
- Training delivered in both metro and regional areas

Our on-job / off-job combination training benefits you as the employer in many ways which include:

- Having more input in your employees training
- Gaining more of an understanding of your employees training requirements
- Direct liaison with your employees trainer

Training Prospects off-job training facilities have been designed and maintained with industry best practice in mind. They provide students with the opportunity to learn the key traditional skills of their chosen vocation as well as modern techniques.

Qualification Summary

Training Prospects offers a range of training in retail related qualifications. A qualification in retail will give your trainee the backing to work effectively in a range of retail areas. These areas include but are not limited to:

- Data Entry Operator
- Customer Service
- Receptionist
- Office Assistant
- Administration Assistant

Subject to eligibility, some or all of the costs of Training Prospects Business Training may be offset using Commonwealth Incentives.

CONTACT DETAILS

For further information or to discuss your organisations needs please contact:

Training Prospects

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NATIONALLY RECOGNISED
TRAINING

Sample Training Plan

Qualification Title: BSB20101 - Certificate II in Business

Maximum Nominal Hours: 385 hours

Term of Contract: 12 months

Units of Competence

For contracts in excess of twelve (12) months, electives may be negotiated after the core units have been completed or further into the contract to enable trainees / apprentices to pursue developing interests.

Units Required for Qualification:

Requiring 12 units for the qualification. A minimum of 8 units from the Common Business units at Certificate II, including BSBCMN211A Participate in workplace safety procedures. And 4 units from the Business Services Training Package or any other endorsed Training Package, of which a minimum of 2 units must be from a Certificate II qualification; and 2 units may be from a Certificate I or Certificate III qualification.

Code	Title	Nominal Hours
COMMON UNITS		
BSBCMN202A	Organise and complete daily work activities	20
BSBCMN203A	Communicate in the workplace	40
BSBCMN204A	Work effectively with others	15
BSBCMN205A	Use business technology	30
BSBCMN206A	Process and maintain workplace information	40
BSBCMN208A	Deliver a service to customers	30
BSBCMN209A	Provide information to clients	35
BSBCMN211A	Participate in workplace safety procedures	20
ELECTIVES		
BSBCMN212A	Handle Mail	20
BSBCMN213A	Produce simple word processing documents	60
BSBCMN214A	Create and use simple spreadsheets	20
BSBADM305A	Create and use databases	25

TOTAL 355

Please Note: this Training Plan is a **sample only** and is designed to be a guide to the selection of elective units. Alternative combinations of units may be selected.