



BSB20115 Certificate II in Business

For people with an intellectual or learning disability

Duration

This is a full time course delivered over one year. Students will attend the Simulated Workplace at the Leederville campus for three days per week and attend a structured work placement for one day per week.

Description

The Certificate II in Business is a vocational course developed specifically to provide students with intellectual or learning disabilities with the skills needed to access and maintain employment in the business industry.

As part of this course, students run a simulated office, undertaking 'real jobs for real clients' including binding, photocopying, scanning, laminating, filing, word processing and data entry.

Whilst working, students have the opportunity to develop both technical and employability skills such as the use of MS Office Suite applications, business equipment operation, participating in staff meetings, teamwork, prioritising tasks, problem solving and effective communication.

Units

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| BSBITU211 | Produce digital text documents |
| BSBITU112 | Develop keyboard skills |
| BSBITU213 | Use digital technologies to communicate remotely |
| BSBWHS201 | Contribute to health and safety of self and others |
| BSBCMM201 | Communicate in the workplace |
| BSBWOR203 | Work effectively with others |
| BSBIND201 | Work effectively in a business environment |
| NOWWPL101A | Work placement |
| BSBWOR202 | Organise and complete daily work activities |
| BSBITU212, | Create and use spreadsheets |
| BSBINM201 | Process and maintain workplace information |
| BSBWOR204 | Use business technology |

Additional support

Students are also enrolled in support modules which provide additional time to develop competency and essential employability skills.

Entrance requirements

Students must:

- Be personally motivated to attend and actively participate with other students in the class.
- Demonstrate behaviour appropriate to an adult learning environment
- Have sufficient literacy skills to cope with course content and workplace requirements.

Please note that due to limited class sizes, meeting entrance requirements does not guarantee applicants a place in this course.

Unique Student Identifier (USI)

All prospective students must have a USI before they can enrol in any course at North Metropolitan TAFE. A USI is available from the following Government website and is free www.usi.gov.au.

How to apply

Selection is by interview that will include a literacy assessment.

Interviews for classes and courses starting in February 2021 will take place in D Block Leederville campus from Tuesday 1 December to Tuesday 8 December 2020.

Please email Cassandra.Breton@nmtafe.wa.edu.au for more information.

Course commencement date

All classes and courses start the week commencing Monday 1 February 2021.