



Certificate II in Business

BSB20115 | For people with an intellectual or learning disability

Duration

This is a full time course delivered over one year.

Students will attend the EBOW Practice Office at North Metropolitan TAFE's 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.

Core Unit

BSBWHS201 Contribute to health and safety of self and others

Elective Units

- BSBCUS201 Deliver a service to customers
- BSBINM201 Process and maintain workplace information
- BSBITU201 Produce simple word process documents
- BSBITU203 Communicate electronically
- BSBWOR204 Use business technology
- BSBWOR202 Organize and complete daily work activities
- BSBCMM201 Communicate in the workplace
- BSBSUS201 Participate in environmentally sustainable practices
- BSBIND201 Work effectively in a business environment
- BSBITU102 Develop keyboard skills
- BSBWOR203 Work effectively with others

Additional support

Students are also co-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 spaces, minimum requirements do not guarantee applicants a place.

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, which will also include a literacy assessment.

Interviews for classes and courses starting in February 2019 will take place in D Block Leederville Campus from Monday 26/11/18 to Thursday 6/12/18.

Please contact cassandra.breton@nmtafe.wa.edu.au in advance to arrange an interview time.

Course commencement date

All classes and courses start the week commencing Monday 4 February 2019.