



Newton Moore Senior High School
 Hotchin Street, BUNBURY WA 6230
 ☎ (08) 9722 2400



**Newton Moore
 Senior High School**

Certificate II Business BSB20115

National Provider Number: 50562



In the event Newton Moore SHS ceases delivery for BSB20115 Certificate Business the school will outsource delivery options for students.



ENTRY REQUIREMENTS

There is a general pre-requisite of a C grade or better in English and Mathematics. Candidates will be selected on merit based on:

Interest, commitment, work habits.

Students who join the course must be prepared to attend regularly, participate in all activities, be committed to success and take responsibility for themselves.

Appeals and Complaints

Students will be issued with a Student Induction file upon commencement of Certificate II BSB20115 Business with clear information about processes in place for appeals and complaints.

FOR MORE INFORMATION

DO NOT HESITATE to contact

Alf Munglioli (VET Coordinator)

Stuart Henden (HOLA T&E)

at

Newton Moore SHS

Certificate II Business BSB20115

Is delivered in a classroom environment with a trainer.

This course aims to provide students with industry skills and knowledge in customer service, computing tasks and basic administrative support within an office environment.

Students will learn the foundation knowledge and skills required in areas of business / office administration.

This course typically runs 4 hours per week for two years.

VOCATIONAL EDUCATION & TRAINING (VET)

A Vocational program gives students the chance to gain skills and competence in their future career while still at school.

VET courses are designed to assist students in their transition to a broad range of post school options and career pathways.

All VET programs include elements of work related learning that may involve partnerships with training providers, businesses, industry and the wider community.

As an RTO, Newton Moore SHS is responsible for the delivery of the training and assessment in compliance with AQF Standards of Delivery and Assessment

Newton Moore SHS will issue AQF certification documentation to students



COURSE OUTLINE

All students in the course may complete the following in Year 11:

- Certificate II Business • English Course
- Applied Information Technology Course
- Maths Course
- Workplace Learning Endorsed Program



WORKPLACE LEARNING

At Newton Moore Senior High School we provide Year 11 VET students the opportunity to do Workplace Learning one day per week. Students learn skills that are relevant to the workplace, they gain knowledge of employers' expectations, helps to test career choices before leaving school and making contacts that can lead to future job prospects.

Students must record their hours and tasks undertaken in a WPL Logbook. Evidence must also be provided of skills achieved in the Skills Journal. Success is based on the number of hours a student completes and information in the WPL Logbook/Journal.

Workplace Learning is an Endorsed Program.

- 55 to 109 hours = 1 unit equivalent
- 110 to 164 hours = 2 unit equivalents
- 165 to 219 hours = 3 unit equivalents
- 220 + hours = 4 unit equivalents

EMPLOYMENT OPPORTUNITIES

Students who complete the Cert II Business VET Course have the opportunity to obtain careers in areas such as:

- Administration Assistant
- Information Desk Clerk
- Office Junior
- Clerical Worker
- Receptionist

This course also leads to further qualifications at TAFE level for students to obtain higher level occupations.

Any student wanting to own a business or work in a business will obtain the necessary skills to be successful.

Students in the past have also gone into such areas as floristry, retail, nursing, hairdressing, pastry making and horticulture.

