



# BSB20115 Certificate II in Business

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.

## CORE UNITS

BSBWHS201	Contribute to the health and safety of self and others
BSBCMM201	Communicate in the workplace
BSBCMM201	Deliver a service to customers
BSBWOR203	Work effectively with others
BSBITU203	Communicate electronically
BSBITU201	Produce simple word processed documents
BSBITU202	Create and use spreadsheets
BSBWOR204	Use business technology
BSBINM202	Handle Mail
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBINM201	Process and maintain workplace information

WHERE: South West & Peel regions

DURATION: Determined by  
Apprenticeship Office and employer

DELIVERY SCHEDULE: Ongoing

# TRAINEESHIPS

## Traineeships

Traineeships are an excellent way to combine training with work, enabling you to have a job while you complete training towards a nationally recognised qualification. They are available to anyone of working age.

You can do a traineeship if you are a school-leaver, re-entering the workforce or as an adult or mature-aged person wishing to change careers. You can even begin your traineeship while you're still at school.

## Employer Benefits

You can transform your business by employing a trainee – because skilled staff are the drivers of performance.

- Ability to mentor and develop loyal and motivated workers.
- It is also an investment in your business, your community and your industry to ensure you are ready to take advantage of whatever the future market place has to offer.
- The Government encourages employers by helping make it an affordable option to invest in skills for the future of your industry and business through employment of a trainees and for upskilling existing staff.
- Your community also benefits. Employing locals keeps money circulating in the community and underpins a vibrant, healthy regional economy.
- Australian Government initiatives currently being offered to help you keep your business, and your community, prosperous may include financial incentives.

For further information go to: <http://www.dtwd.wa.gov.au/apprenticeship-office>

## RTO Benefits

JSW Training and Community Services will provide:

- Highly skilled and industry relevant Trainers and Assessors.
- Flexible training, tailored to your business by a local provider.
- Trainers and Assessors who are dedicated to achieving excellent student outcomes.