

BSB20115 CERTIFICATE II IN BUSINESS

The Certificate II in business provides a general vocational outcome. 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.

Job roles vary across different industry sectors and may include:

- Office Assistant
- Administration Assistant
- General Clerk

With a wide variety of units on scope, Martyr Training Services can deliver specialty training that meets the unique training needs of each student. Subject to the sector of your workplace, activities may include:

- Contributing to workplace health and safety
- Delivering a service to customers
- Creating and using spreadsheets
- Handling mail
- Producing digital text documents
- Processes financial transactions

COURSE REQUIREMENTS

To achieve this qualification, competency must be demonstrated in:

- 12 units of competency, made up of:
 - 1 core units, plus
 - 11 elective units

There are no entry requirements for this qualification.

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

ELIGIBILITY CRITERIA

- Students in years 10-12 may apply
- The minimum age for a traineeship that is not school-based is 16 years of age
- While undertaking training, trainees will be required to work outside in the field
- Trainees must be capable of working with minimal supervision
- Compliance with occupational health and safety practices, including the use of personal protective equipment, is compulsory

You will need to have attributes appropriate to the demands of the industry, including:

- A passion for the industry and enthusiasm to learn more
- A strong work ethic and ability to manage some heavy work
- A capacity to work both unsupervised and as part of a team
- Honesty, self-motivation, and a drive to improve

COURSE DURATION

- Approximately two years, during which you will be employed
- A competency-based assessment may reduce the time required to qualify

INCENTIVES

Payable to employer at 6-month enrolment date	\$1 500
Payable to employer on completion of traineeship	\$1 500

Employers should confirm total incentives with AASN at time of sign up

TRAVEL AND ACCOMMODATION

In addition to this charge, the trainer and assessor may issue an expense for travel and accommodation if it cannot be provided by the hosting property

STUDENT CONTRIBUTION FEES

Student contribution fees are the non-government financial contribution paid to Martyr Training Services. Student contribution fees under the **User Choice program** are set at **\$1.60** per nominal hour for each module (to be calculated at the commencement of the unit). This fee may be paid on behalf of the student by their employer or third party unrelated to Martyr Training Services. It cannot be paid or waived by Martyr Training Services.

A sample fee schedule is at the end of this document. Please refer to our website for more information.

PARTIAL EXEMPTION – TUITION FEES

Martyr Training Services must charge **40%** of the student contribution fee where the participant:

- Was or will be under 17 years of age at the end of February in the year in which Martyr Training Services provides training, and the participant is not at school and has not completed year 12,
- Holds a Health Care Card or Pensioner Concession Card issued under Commonwealth law or is the partner or a dependant of a person who holds a Health Care Card or Pensioner Concession Card, and is named on the card,
- Issues Martyr Training Services with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card, or
- Is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

FULL EXEMPTION – TUITION FEES

The PQS may apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories. Where payment of the student contribution fee would cause extreme financial hardship, then Martyr Training Services may waive these fees

The fee waiver process should be in place at the time of the participant's enrolment. Martyr Training Services has a reasonable internal process to manage an appeal about the outcome of an application under financial hardship.

Martyr Training Services must apply for full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- Where credit transfer/national recognition has been applied to a unit of competency/module
- The participant is a school-based apprentice or trainee
- The participant is undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program

APPENDIX A

EXAMPLE OF CONTRIBUTION FEE

UNIT CODE	UNIT NAME	FUNDED HRS	PER UNIT \$
ACMEQU202	Handle horses safely	100	160.00
ACMEQU205	Apply knowledge of horse behaviour	60	96.00
ACMEQU206	Perform horse riding skills at walk, trot and canter	60	96.00
AHCINF202	Install, maintain and repair farm fencing	30	48.00
AHCINF203	Maintain properties and structures	30	48.00
AHCLSK205	Handle livestock using basic techniques	30	48.00
AHCLSK206	Identify and mark livestock	20	32.00
AHCLSK207	Load and unload livestock	20	32.00
AHCLSK209	Monitor water supplies	20	32.00
AHCLSK210	Muster and move livestock	25	40.00
AHCLSK211	Provide feed for livestock	30	48.00
AHCLSK218	Ride educated horses to carry out basic stock work	50	80.00
AHCLSK325	Castrate livestock	20	32.00
AHCMOM201	Operate two wheel motorbikes	30	48.00
AHCMOM205	Operate vehicles	20	32.00
AHCWHS201	Participate in work health and safety processes	20	32.00
AHCWRK204	Work effectively in the industry	20	32.00
AHCWRK209	Participate in environmentally sustainable work practices	20	32.00
			Total
			968.00