Certificate II in Business  
BSB20112

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

This qualification requires competency in 1 core unit and 11 elective units.

**Core unit**
BSBWHS201A Contribute to health and safety of self and others

**Elective units**
A wide range of elective units are available for selection to comply with the packaging rules.

**Entry requirements**
There are no entry requirements for this course

**Job roles**
Administrative Assistant, Clerical Worker, Data Entry Operator, Information Desk, Office Junior, Receptionist, Information desk clerk.

**Pathway from the qualification**
After achieving this qualification candidates may undertake:
- BSB30112 Certificate III in Business

This training is delivered with Victorian and Commonwealth Government funding. The information given is intended as a guide. Changes may have occurred since printing. Please check with your nearest MADEC College for further information.

To enrol and learn more contact MADEC
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