Certificate II in Business

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.

**Completion of 1 core unit and 11 elective units are required.**

**Core Units:**
- BSBWHS201 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.

**Future Pathways:**
Administrative assistant, Clerical worker, Data entry operator, Information desk, Office junior, Receptionist, Information desk clerk.

**Delivery:**
- Classroom based
- External
- Online
- Traineeship

**Duration:**
Duration may vary depending on electives chosen. Classroom based delivery 3-6 months.
Traineeship 12 months.

Training is delivered with Victorian and Commonwealth Government funding.
*Eligibility criteria applies*