EXCEL TRAINING

REDEFINING PERFORMANCE

BSB20115

Certificate II in Business

WHY EXCEL TRAINING

Excel Training's business model is to design and deliver courses based on employer requirements and specifications.

Courses are developed in partnership with employers to ensure qualifications are built and implemented to meet industry, employer and employee needs. This means, no courses are developed the same and employers do not receive a generic program.

Excel Training's range of qualifications have been endorsed by employers and are frequently validated to ensure they are up-to-date and industry responsive.

COURSE CONTENT

The Certificate II in Business requires your employees to complete 12 units of competencies to achieve a full certificate. Skill and knowledge outcomes include:

- Basic business resource maintenance
- Delivering customer service
- Produce simple business documents
- Innovation in a team environment

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.

TIME IS MONEY

Excel Training works with employers and employees to customise the most relevant qualification.

We offer assessment options including Recognition of Prior Learning (RPL), work based evidence collection (portfolio and workplace documents), and observation assessments to assist employees in providing the relevant evidence based on skill and knowledge competencies developed in the actual workplace.

Individualised delivery and assessment strategies are developed based on actual needs and requirements of both employees and employers to ensure cost effectiveness and time efficiency is achieved.

QUICK FACTS

Duration:	12 months
Entry Requirements:	Nil
Delivery Modes:	Include but not limited to; online, distance learning, on the job, face-to-face workshops
Course Cost:	Price available on request- multiple enrolments greater than 3 in one workplace may attract a fee reduction

* This qualification is currently available under the Australian Apprenticeship/Traineeship Scheme.

Excel

RTO CODE: 1044

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