



## Westminster College

Suite 501, Level 5, 541 Kent Street,  
SYDNEY NSW 2000

RTO # 91244 CRICOS # 02766D

Phone No: 02-92646144



NATIONALLY RECOGNISED  
TRAINING

The above logo symbolises a  
Registered Training  
Organisation (RTO) that is any  
organisation that is registered to  
deliver Australian Nationally  
Recognised Training and  
qualifications

## BSB20115 Certificate II in Business

Course Code: 097702A

BSBWHS201	Contribute to health and safety of self and others	C
BSBCUS201	Deliver a service to customers	E
BSBIND201	Work effectively in a business environment	E
BSBINM201	Process and maintain workplace information	E
BSBINM202	Handle mail	E
BSBINN201	Contribute to workplace innovation	E
BSBCMM201	Communicate in the workplace	E
BSBITU211	Produce digital text documents	E
BSBITU212	Create and use spreadsheets	E
BSBITU213	Use digital technologies to communicate remotely	E
BSBSUS201	Participate in environmentally sustainable work practices	E
BSBWOR204	Use business technology	E

<b>Entry Requirements</b>	<p>Enrolment of participants will be subject to meeting the following requirements:</p> <ul style="list-style-type: none"> <li>• Must be 18 years of age or over; and</li> <li>• Successful completion of Year 10 or its equivalent</li> </ul> <p>There are a range of alternate elective (E) Units of Competency (UOC) available that may be able to be substituted for the listed elective UOC above, but a determination will need to be made by the RTO as to whether they are within the capabilities of delivery and assessment by Westminster College. To review the electives as listed in the National Training Package, they are available at <a href="https://training.gov.au/Training/Details/BSB20115">https://training.gov.au/Training/Details/BSB20115</a>. Core (C) UOC cannot be changed.</p>
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<b>Outcome</b>	<p>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.</p> <p>Licensing/Regulatory Information</p> <p>No licensing, legislative or certification requirements apply to this qualification at the time of publication.</p>
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<b>Education &amp; Migration Agents</b>	<p>Westminster College uses the resources of Registered Education and/or Migration Agents for the recruitment of International students. Our recommended agents are listed on the College website <a href="http://www.westminster.nsw.edu.au/">http://www.westminster.nsw.edu.au/</a>. If you wish to use the services of a different agent, please do not hesitate to Contact Us by our website or</p>
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### Training Locations

The presentation and conduct of this training program requires theory and practical skills. To successfully provide this requirement the training and assessment will require a commercial location. Public transport is readily available and will be a student's responsibility.

For latest and updated information **PLEASE** refer to the College website [www.westminster.nsw.edu.au](http://www.westminster.nsw.edu.au)

## Course Information

### Introduction

There are no specific entry requirements for this program and it is targeted for domestic students. The development of the program was with consultation with industry advisors to respond to a need that has developed for additional educational vacancies for specialist aged care industry positions that will benefit from Nationally Recognised Training.

Several units of competency require the use of a computer. You are expected to supply your own device such as a laptop, notebook or pad that is capable of Wi-Fi connectivity and loaded with the Microsoft suite of programs.

As a candidate, you will be required to show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

This course is accredited by the Australian Skills Quality Authority (ASQA) and is compliant with the Australian Qualification Framework

<b>Duration and Conduct</b>	To maintain satisfactory course progress, a student is expected to maintain satisfactory attendance, as well as participate in classroom learning activities. Students are also required to successfully complete all their assessment tasks. This represents satisfactory course progress.		
<b>Tuition Fee</b>	\$2500.00 not including the required textbooks.	<b>Total Fee Due</b>	<b>\$2850.00</b>
<b>Material fee</b>	\$100.00 Covering the purchase of all required text and reference material (\$250.00) and a fixed printing charge (\$100.00)		
<b>Payment schedule</b> (Prior to the commencement of the next Unit of Competency)	1 <sup>st</sup> Payment	2 <sup>nd</sup> Payment	
	\$1550	\$1250	
<b>Tuition Fee Payment</b>	Westminster College collects student fees in advance and therefore it will comply with the following options for initial and continuing fee collection and registration: <ul style="list-style-type: none"> <li>Students, or the person responsible for paying the tuition fees, can now choose to pay more than 50 per cent of their tuition fees before they start their course;</li> <li>Westminster College cannot require students to pay more than 50% of their tuition fees before they start the course;</li> <li>A payment plan for any outstanding fees can be negotiated and will be detailed on a separate document.</li> </ul>		
<b>Enrolment fee</b>	\$200.00 – Non-refundable. Included in tuition fee.		
<b>Certification</b>	All assessments must be completed successfully for the issue of a Certificate. A completion less than all UOC will see a Statement of Attainment issued. All financial payments must be completed before any certification is issued.		

### Assessment

Westminster College will use a combination of assessment methods and approaches which will involve collecting a range of evidence for ensuring consistency of competency. Assessment may include written assignments, projects and portfolio of evidence. The portfolios may include forms, templates and resources produced, documents completed and handouts.

### Course Conduct

The program will be delivered by Westminster College at a location that meets the College environmental requirements as an institution based Training and Assessment program.

A students' program is considered to have completed of a successful academic program with a determination of **COMPETENT** in 12 Units of Competency over a maximum period of 36 study weeks. The delivery method that will be available is face to face institution based. A six (6) week additional period is made available, at the end of the scheduled program (36 weeks), for the submission of any outstanding assessments and any re assessment. Any successful UOC completed but is less than the entire qualification will be recognised by the issue of a Statement of Attainment. There will be scheduled breaks during the year for the application of intervention methods for affected student's and a term break for others; there is a programmed extended break during December/January.

**Recognition of Prior Learning (RPL)** - is the formal recognition of the skills and knowledge a person has regardless of how or where these skills may have been attained, that is, through formal or informal training work experience, (paid and unpaid) voluntary work and life experience. The evidence provided for RPL must address the currency of competencies being assessed. Westminster College confirms that all students, potential or actual, of all offered accredited courses are provided with full recognition of their current skills and knowledge. Westminster College promotes acknowledgment of 'non-traditional' forms of

learning as valid pathways for recognition of competency achievement during the RPL assessment process. RPL will result in exemptions and it can be determined by applying for an application from your agent or directly from Westminster College.

## **Campus Location**

Suite 501, Level 5, 541 Kent Street, SYDNEY NSW 2000

Email: [enquiries@westminster.nsw.edu.au](mailto:enquiries@westminster.nsw.edu.au)

Website [www.westminster.nsw.edu.au](http://www.westminster.nsw.edu.au)

Version 3 January 2020