



NATIONALLY RECOGNISED
TRAINING



Information Sheet **BSB20115 Certificate II in Business**

Now with free “Extensive English Support” Option

CRICOS Code: 086782J

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.

The key clients for this qualification are domestic and international learners who wish to work in the industry as a receptionist, desk clerk, data entry operator, or administration assistant.

The code, title and current status of Eagle Academy courses can be found by visiting the National Register, www.training.gov.au and entering the course code into the search field.

The Eagle Academy is responsible for the quality of the training and assessment in compliance with the Standards, and for the issuance of the AQF certification documentation. This includes where a Third Party provides part of the training and assessment.



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Course Length:	9 months (40 weeks: 30 weeks tuition + 10 weeks holiday)
Mode of Study:	Full Time, Part Time (domestic only)
Hours per Week:	Full time: 20 hours per week (13.5 hours on campus + 6.5 hours distance education)
Commencement:	Any Monday of academic term. See Academic Calendar on our website download page.
Course Cost:	Ask for our Payment Options Sheet or see Quick Guide on our website download page.
Payment Options:	Full or Split Payment
Discounts:	See website specials including the price beat guarantee http://eagleacademy.com.au/specials/
Gov. Funding:	May be available to eligible domestic students. Find more information here http://eagleacademy.com.au/courses/australian-students/funding-and-support/
Pre-requisites:	<ul style="list-style-type: none"> • English to an “elementary” level + Completion of Year 8 (Australia), or equivalent. • Students can apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time.
Inclusions:	<p>This course is available at Brisbane and Gold Coast locations as a self-paced/ flexible timetable option or with Extensive English Support for those students with limited English ability. We understand that everyone is different, so we try to make our courses as inclusive as possible, by offering options that allow for full access and equity. Both options include the maximum Distance Education allowance of 33%, meaning you can do substantial work in your home.</p> <p>Self-paced option. This option suits domestic students or Visa students with a good English level (Intermediate or above). We offer a range of times to attend sessions including tuition, where you will be supervised and assisted to work through your course at a pace that suits you. Visa students must meet satisfactory progress requirements.</p> <p>Extensive English Support option. This option suits students needing to improve their English so they may succeed in the course, and as an advantage in the international business sector on returning home, where English is not the first language. Students have a slightly varied set of units focussing on better Business English, with the inclusion of a unit from the popular Certificate I in Spoken & Written English course. In addition, students can choose up to 7 hours per week of English support at no additional cost. More course and campus information can be found on the All Course and Campus Quick Guide. The fees include everything that students require to complete the course.</p> <p>Student Computers are available on a first in first served basis. We suggest that if you have your own Laptop/Tablet that you bring it with you. This will ensure that you have access to a computer for your formal assessments and you have your work with you at all times.</p>
Student Rights:	You have rights with regards to refunds, complaints and appeal processes. These rights are outlined in detail, in the Policies and Procedures found on the download page of the website, and you MUST acquaint yourself with them prior to enrolment. The refund policy will also cover what your rights are should we, as the RTO, or a third-party training organisation closes, or ceases to deliver any part of the training product that you were enrolled in. In short, we would arrange suitable to yourself, to access another provider delivering that training, OR we offer you a refund
Visa Students:	Be aware that agents can act on our behalf to recruit students. These agents are listed on our website. ATTENDANCE IS NOT RECORDED OR MONITORED for visa compliance purposes. Progress is Monitored for Visa Compliance Purposes: The Academy has implemented a Course Progress Policy and Procedure. More detail can be found in the Policies and procedures found on the download page of the website.

Self-Paced: Complete 12 units to gain the Qualification

BSBITU213 Use digital technologies to communicate remotely
 BSBCMM201 Communicate in the workplace
 BSBFLM303 Contribute to effective workplace relationships
 BSBWHS201 Contribute to health and safety of self and others
 BSBITU212 Create and use spreadsheets
 BSBCUS201 Deliver a service to customers
 BSBSMB201 Identify suitability for micro business
 BSBINM301 Organise workplace information
 BSBSUS201 Participate in environmentally sustainable work practices
 BSBWOR204 Use business technology
 BSBIND201 Work effectively in a business environment
 BSBWOR203 Work effectively with others

More Information: Ask our administration team or visit our website <http://eagleacademy.com.au/downloads/>

English Support: Complete 12 units to gain the Qualification

FSKWTG002 Write short and simple workplace formatted texts
 BSBCMM201 Communicate in the workplace
 FSKOCM003 Participate in familiar spoken interactions at work
 BSBWHS201 Contribute to health and safety of self and others
 BSBITU212 Create and use spreadsheets
 FSKOCM002 Engage in short and simple spoken exchanges at work
 BSBSMB201 Identify suitability for micro business
 FSKWTG003 Write short and simple workplace information
 BSBSUS201 Participate in environmentally sustainable work practices
 BSBWOR204 Use business technology
 BSBIND201 Work effectively in a business environment
 BSBWOR203 Work effectively with others