

CRICOS Code Qualification Code

**086795D / BSB20115 Certificate II in Business**  
**086837K / BSB30115 Certificate III in Business**



The Business programs at EIP International College are for people who want to develop the knowledge and skills needed to effectively operate in a wide range of business contexts.

These comprehensive and practical courses focus on a cross section of business operations such as working as a team, self-management, effective communication, customer service standards, administration tasks, basic computer skills and using simple financial documents.

## Entry Requirements

For each course: Minimum education level: Year 12 or equivalent with a sound achievement in English or an English level of IELTS 5.5. Students who lack these requirements will need to pass an EIP Language, Literacy and Numeracy entrance assessment prior to their enrolment being accepted.

**EIP International College does not accept applications from students under 18 years of age.**

## Recognition of Prior Learning (RPL)

There are no RPL arrangements for this course at EIP International College.

## Credit Transfer

You may be eligible for credit transfer if you have previously undertaken training through a Registered Training Organisation. Credit transfer may be granted for one or more units or a full certificate level. Three major factors need to be considered: How current the qualification is, does the matter previously studied map to the current version of the course or unit, and if the training was undertaken with an Australian Registered Training Organisation. If you think you may be eligible for credit transfer you will need to provide the following: A certified copy of the original statement of attainment and/or certificate is to be provided for a credit transfer.

## Course Outlines

BSB20115 Certificate II in Business is delivered face to face, 20 hours per week over 2 days, 8:30am to 3:30pm. There are 16 teaching weeks and up to 4 weeks holidays; total – 20 weeks.

### Certificate II in Business Units of Competency

- BSBWHS201A Contribute to health and safety of self and others(Core)
- BSBCUS201B Deliver a service to customers (Elective)
- BSBSUS301A Implement and monitor environmentally sustainable workplace practices (Elective)
- BSBIND201A Work effectively in a business environment (Elective)
- BSBINM201A Process and maintain workplace information (Elective)
- BSBINN201A Contribute to workplace innovation (Elective)
- BSBCMM201A Communicate in the workplace (Elective)
- BSBWOR204A Use business technology (Elective)
- BSBFIA301A Maintain Financial Records (Elective)
- BSBWOR202A Organise and complete daily work activities (Elective)
- BSBWOR203B Work effectively with others (Elective)
- BSBSUS201A Participate in environmentally sustainable workplace practices (Elective)

BSB30115 Certificate III in Business is delivered face to face, 20 hours per week over 2 days, 8:30am to 7:30pm. There are 20 teaching weeks and up to 4 weeks holidays; total – 24 weeks. Intakes are every week apart from scheduled and public holidays.

### Certificate III in Business Units of Competency

- BSBWHS302A Apply knowledge of WHS legislation in the workplace (Core)
- BSBCUS301B Deliver and monitor a service to customers (Elective)
- BSBCMM301B Process customer complaints (Elective)
- BSBWOR301B Organise personal work priorities and development (Elective)
- BSBINM302A Utilise a knowledge management System (Elective)
- BSBADM311A Maintain business resources (Elective)
- BSBITU303A Design and produce text documents (MS Office 2010) (Elective)
- BSBITU304A Produce spreadsheets (MS Office 2010) (Elective)
- BSBITU302B Create electronic presentations (MS Office 2010) (Elective)
- BSBPRO301A Recommend products and services (Elective)
- BSBITU305A Conduct online transactions (Elective)
- BSBDIV301A Work effectively with diversity (Elective)

## How to Apply

**Applications for this program can be made through our website [www.eip.edu.au](http://www.eip.edu.au)**  
Alternatively contact or visit EIP International College.