

Certificate II in Business - Virtual Enterprise

NAME OF COURSE

BSB20107 - Certificate II in Business – Nationally Recognised Qualification

COURSE DESCRIPTION

Designed for the beginner/intermediate participant, a virtual enterprise is a simulated business that is set up and run by participants/trainees with support from an educator (trainer/ facilitator) and a real business. Virtual Enterprise firms conduct business with other practice firms in a simulated environment on a local, national or international basis. The products and services traded reflect those marked by their real business partners. The virtual enterprise provides a training environment which enhances the development of business skills, technical skills and interpersonal skills. Although there is no actual transfer of goods or money, all the usual business transactions take place: orders are sent, invoices issued, financial records maintained, employees paid, etc. Participation in a virtual enterprise gives trainees real business insights and awareness of business sensitivities. They develop skills in decision-making, in group dynamics and working with clients towards a positive outcome.

Business Administration covers all industries. This qualification provides an opportunity for participants to undertake a training program, which provides valuable and necessary generic employability skills. This qualification provides an ideal level of skills and knowledge to enable participants to perform effectively in any workplace as a valued employee.

UNITS

BSBOHS201A—Participate in OHS processes
BSBCUS201A—Deliver a service to customers
BSBIND201A—Work effectively in a business environment
BSBINM202A—Handle mail
BSBCMM201A—Communicate in the workplace
BSBITU201A—Produce simple word processed documents
BSBITU202A—Create and use spreadsheets
BSBWOR202A—Organise and complete daily work activities
BSBWOR203A—Work effectively with others
BSBWOR204A—Use business technology
FNSICGEN305A—Maintain daily financial/business records
BSBITU102A—Develop keyboard skills

FEES

\$634.00 Full fee

\$375.50 Concession fee. Proof of concession must be provided at enrolment to receive this rate.

Fees can be paid in installments if requested, however, the Certificate will not be issued until the full fee has been received. Centrepay options are also available.

QUALIFICATIONS & PATHWAYS TO FURTHER STUDY

After successfully completing all the requirements of the course, you will be issued with a Nationally Recognised Certificate.

Students who complete these courses may go on to employment or further education or training such as the Certificate III in Business.

This training program has been funded by the Department of Education and Training

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SKILLS RECOGNITION - EXEMPTIONS/TRANSFERS

[Recognition of Prior Learning \(RPL\)](#) is available to applicants for this course. RPL is the acknowledgement of skills and knowledge gained through formal training, work experience and life experience.

In order to be granted a credit transfer for any part of the course you will be interviewed by teachers of the course who will assess whether your experience matches the course content.

WITHDRAWAL/REFUNDS

Directions refund policy is in accordance with the Department of Education and Training, VET Fees and Charges Policy 2009.

Students must provide written advice of withdrawal to be eligible for a refund within two weeks of the official withdrawal date. Please contact Directions to obtain a withdrawal form as soon as possible. Please indicate on this form your request for refund.

FULL REFUNDS

Students who withdraw are entitled to a full refund of fees and charges where:

- A course/qualification or unit of competency/module is cancelled or re-scheduled to a time unsuitable to the client;
- A student is not given a place due to maximum number of places being reached; or
- A student accepts an offer of a place in a university. In this situation, students must provide a copy of the letter of offer with their refund application

Directions can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by Directions.

PART REFUNDS

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form within 4 weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (**whichever is sooner**) will be eligible for full refund of their tuition fee paid and 50% of the resource fee paid. 0% of the enrolment fee will be refunded.

PRO RATA REFUNDS

Directions can approve a pro rata refund of fees and charges at any time during the course delivery if students withdraw for reasons of personal circumstance beyond their control. E.g. serious illness resulting in extended absence from classes; injury or disability that prevents the student from completing their program of study; or other exceptional reasons at the discretion of Directions. In all cases, documentary evidence (e.g. Medical Certificate) is required.

CONTACT US TO ENROL

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