Structured to meet students’ and employers’ needs

The BSB20115 Certificate II in Business is an entry level business qualification that will provide you with the fundamental operational skills and know-how to successfully perform mainly routine duties. You’ll be equipped to seek a wide range of work. And it’s a sound foundation for preparing for higher qualifications.

Already employed in business? This course allows you to gain a nationally-accredited qualification while at work, recognising your capabilities while boosting your skills.

MEGT Institute provides flexible training in our employer-clients’ workplaces across most of Australia, structured to meet students’ and employers’ needs.

**Practical Skills**

Essential skills you will acquire include organising daily tasks, communicating in a team, word processing letters and commercial documents with Microsoft Word, and using Excel software to create spreadsheets, graphs and pie charts.

**Employment Outcomes**

- Receptionist
- Admin Assistant
- Clerical Worker
- Data Entry Operator
- Office Junior

<table>
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<tr>
<th>Delivery Mode</th>
<th>Location</th>
<th>Study Mode</th>
<th>Start Date</th>
<th>Duration</th>
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<td>ACT, NSW, QLD, SA, TAS, VIC, WA</td>
<td>Contact us</td>
<td>6 to 12 months</td>
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### Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of skills and knowledge gained through work experience, life experience and/or formal training.

MEGT Institute offers all students the opportunity to apply for Skills Recognition at enrolment in the course.

### Entry requirements

No minimum education entry requirements. Students must complete a study skills assessment for basic literacy and numeracy. MEGT Institute require students enrolling in this workplace-based course to be employed in a business environment performing a range of business duties and are supervised and supported in the workplace.

### Training and assessment methods

Students receive access to engaging, interactive course content and coaching and mentoring by a qualified MEGT Institute facilitator. A combination of assessment tasks including written reports and projects will be utilised for assessment. We also value the role of the workplace in the assessment process and ask supervisors to provide feedback on the students’ abilities via an easy to complete third party report.

### Fees and funding

For the latest information on our course fees please visit our website [megtinstitute.edu.au/fees](http://megtinstitute.edu.au/fees). There are different types of Government funding available to assist you when you are studying. These vary from state to state. Eligibility criteria apply.

This course may be eligible for National or State funding under the following schemes:

- **ACT Skilled Capital or ACT User Choice**
  This training is funded by the ACT Government Education and Training Directorate.

- **Certificate 3 Guarantee**
  This training is funded by the QLD Department of Education & Training.

- **Skills for All**
  This course is funded through the Government of South Australia’s Skills for All initiative. Eligibility criteria apply.

- **Skills Tasmania or TAS User Choice**
  This training program may be funded by Skills Tasmania.

- **Smart and Skilled**
  This training is funded by the NSW Government in partnership with the Commonwealth Government.

- **WA Existing Worker**
  This training is funded by the Government of Western Australia Department of Training and Workforce Development.