



## BSB20107 Certificate II in Business

### Program Overview

The Rural Access Program (RAP) is a joint initiative between OTEN and Job Services Central. The aim of RAP is to bring accredited training to rural and remote job seekers in a “real” and “interactive” way that is more beneficial than purely distance/correspondence based learning.

RAP courses have been designed especially for JSA job seekers and focus on building skills and confidence in work related areas as well as providing follow-up support and marketing to employers post-course.

The Certificate II in Business will provide participants with the entry level skills for a career in any aspect of Business, Administration or Clerical work

### Benefits

- Meets Work Experience Phase Requirements (390 Nominal Hours)
- Meets Education Outcome Requirements (15hrs/wk considered FT)
- Meets Remote Education Commencement Outcome Requirements
- Meets Qualifying Training Course Bonus Outcome Requirements
- Face to face delivery blended with self-paced activity
- Reverse Marketing provided at completion of the course

### Course Details

**Location :** Dubbo

**Eligibility :** Fully Eligible Job Seeker registered with a Job Services Australia (JSA Provider)

**Structure :** Distance plus 9 face-to-face sessions over a 26 week period

**Location :** Dubbo RSL Club, Brisbane St, Dubbo

**Cost :** \$1350 (inclusive of all costs)

**Enrolments Close :** 28th May, 2010

**Minimum Enrolment Numbers Required :** 10

For more details contact:

Job Services Central  
Ph 1800 508 290  
[www.jobservicescentral.com.au](http://www.jobservicescentral.com.au)



Job Services Central  
Employment Services Support Specialists



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### Face-to-Face Facilitation Dates

Enrolments Close : 28th May 2010  
Induction Day : 8th June 2010  
Face-to-face Sessions : 23/6, 21/7, 18/8, 8/9, 29/9, 20/10, 10/11, 31/11  
Completion Day : 17th December 2010

### Modules / Competencies Covered

<b>Week 1</b>	Induction, Work Effectively in a Business Environment
<b>Week 3</b>	Develop Keyboard Skills, Use Business Technology
<b>Week 7</b>	Participate in OHS Processes
<b>Week 11</b>	Communicate Electronically, Produce Simple Word Processed Documents
<b>Week 14</b>	Create and use Simple Spreadsheets, Process and Maintain Workplace Information
<b>Week 17</b>	Participate in Environmentally Sustainable Work Practices, Communicate in the Workplace
<b>Week 20</b>	Deliver a Service to Customers
<b>Week 23</b>	Work Effectively with Others, Handle Mail
<b>Week 26</b>	Conclusion, Reverse Marketing of participant (RM timesheets provided for documentary evidence purposes)

### Support for JSA Providers and staff

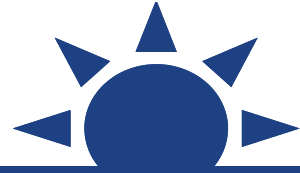
- All pre-enrolment information provided to JSA including how to enter course in EPP or create as WEPH activity
- Up to 4 hours of Reverse Marketing provided at the completion of the course with timesheets and leads provided to JSA providers for documentary evidence requirements

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### REQUIREMENTS

Completion of the booking form below will secure a place for the participant. Participants will then be sent an enrolment kit which will outline all course details and enrolment requirements including the required OTEN enrolment information.

Prompt return of all enrolment details is required so that learning materials can be dispatched in time for the first face-to-face session.

Students will be expected to satisfactorily attend all required face-to-face sessions and complete all assessment requirements in a timely fashion.

Additional email and phone support will be provided to participants by both OTEN and Job Services Central for the duration of the course.

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### BOOKING FORM

Organisation \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Suburb \_\_\_\_\_  
Post Code \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

Course : BSB20107 Certificate II in Business (Dubbo)

Participant 1 _____	JSID _____
Participant 2 _____	JSID _____
Participant 3 _____	JSID _____
Participant 4 _____	JSID _____
Participant 5 _____	JSID _____

**Return this Booking form via fax to (02) 9475 0239 or by post to 11 Lyne St, Alexandria NSW 2015  
Or book online at [www.jobservicescentral.com.au](http://www.jobservicescentral.com.au)**

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