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22631VIC Certificate II in Work Education Business Administration

The Certificate II in Work Education (Business Administration) is designed to support post-school-age students with permanent intellectual disabilities to develop the skills necessary to explore work options and access pathways to further vocational education and training. It provides students with opportunities to improve employability and work readiness skills with a focus towards the business sector. Practice skills in real work environments through a work placement while learning essential skills to support your independence and to develop an individual plan focused on personal strengths. Students extend and consolidate their learning and knowledge of the workforce by exploring job opportunities and work expectations.

Previous experience: It is suggested that students entering the Certificate II in Work Education have completed the Certificate I in Work Education previously. However, there are no formal prerequisites.

Before you enrol you'll need to:
- successfully complete a pre-course interview with us
- be a post-compulsory school age learner.

Length: 12 months

When you successfully complete this course, you can enrol in another program such as a vocational course in your preferred career field. You can go on to work in supported or open employment. Importantly, you'll have new confidence and skills that will help you to do better in your daily life.

Units:

BSBWHS211 Contribute to the health and safety of self and others

BSBOPS201 Work effectively in business environments

BSBINS201 Process and maintain workplace information

BSBPEF202 Plan and apply time management

VU23471 Identify workplace expectations

BSBTEC201 Use business software applications

VU23472 Undertake a work placement

BSBOPS203 Deliver a service to customers

BSBPEF201 Support personal wellbeing in the workplace

VU23470   Investigate job opportunities

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