



Curriculum Framework

**Catholic Schools Office
Diocese of Wagga Wagga**



Possible Career Pathways

Accounts Clerk
Administrative Assistant
Assistant Accountant
Administrator
Bookkeeper
Computer Operator
Customer Service
Data Entry Clerk
Database Manager
Human Resources Manager
Library Assistant
Personnel Clerk
Receptionist
Clerk/Manager
Recruitment
Consultant
Secretary

BUSINESS SERVICES Certificate II in Business (BSB20112)



Nationally accredited training delivered by the Registered Training Organisation of the Catholic Schools Office (90306).

The administrative workforce is the second largest cross-industry occupational group in Australia and is traditionally open to school leavers. Employment opportunities are diverse, this is an entry level qualification and students may wish to further their training post school in Certificate III in Business or a business degree at university.

This course provides skills in the clerical/administrative area. The course would suit students interested in a career in office environments eg legal secretary, marketing, advertising or finance.

This course can be studied as a 120 hour course in Year 11 or as a 240 hour course over Years 11 & 12. The course is a category B course and may be counted towards the ATAR. Students should note that the HSC examination is optional and intended for those interested in gaining university entrance.

The Board of Studies requires students to complete 35 hours of work placement for each 120 hour component of the course. Some schools offer VET courses in Years 9 & 10.

The course includes mandatory and elective units as outlined in the syllabus document which can be found here:

[Click here to download syllabus document.](#)

This course is competency based and will be assessed using oral, practical, written and other assessment methods.

This course counts towards your HSC, may contribute to your ATAR and is recognised by industry.

It can also count towards a school based part-time traineeship.

