

Certificate II in Business Information for Candidates



The BSB20115 Certificate II in Business is a nationally recognised qualification which reflects the role of individuals in a variety of junior positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Student Handbook

Scouts Australia Institute of Training (SAIT) is the Enterprise Registered Training Organisation (RTO 5443) of Scouts Australia. Policies and practices of the Enterprise RTO can be located in the Student Handbook.



Typical learning pathways

The defined learning pathways in Scouts Australia that provides learning and experiences that align closely and will provide most of your evidence towards meeting the requirements of the Certificate II in Business. Youth Members operating on the New Youth Program should be referred to their BC VET for further information about their pathways.

- Venturer Scouts complete the Venturer Award with Expedition page 2
- Venturer Scouts who have actively participated in the program and completed seven (7) or more badges.

Assessment

Be Prepared...
for new adventure!

Members of Scouts Australia do not incur additional costs to complete a qualification. Anyone who has sufficient evidence can apply for a Recognition of Prior Learning (RPL) assessment.

After enrolling you will;

1. Need to provide copies of the evidence that you are using for your RPL assessment.
2. After evidence is provided an Assessor will be assigned who will assess your evidence and work with you to address any gaps against the requirements of the qualification.

Upon successfully completing your assessment, you will receive a BSB20115 Certificate II in Business with a transcript listing the units of competency you have completed.

Certificate II in Business (BSB20115) for Venturer Scouts

After completing your Venturer Award with Expedition badge, or equivalent, the evidence that you used to complete your Venturer Award can be used as evidence towards the Certificate II in Business. To do this the assessor will need to be able to view evidence of what you did to complete your Venturer Award, either physically or preferably a scanned copy.



The units of competency aligned to what you have learnt while completing the Venturer Award with Expedition badge includes:

BSBWHS201	Contribute to health and safety of self and others
HLTAID003	Provide first aid
BSBINM201	Process and maintain workplace information
BSBCMM201	Communicate in the workplace
BSBITU213	Use digital technologies to communicate remotely
BSBITU211	Produce digital text documents
BSBSUS201	Participate in environmentally sustainable work practices
BSBWOR202	Organise and complete daily work activities
BSBIND201	Work effectively in a business environment
BSBWOR203	Work effectively with others
BSBFLM312	Contribute to team effectiveness
BSBINN201	Contribute to workplace innovation

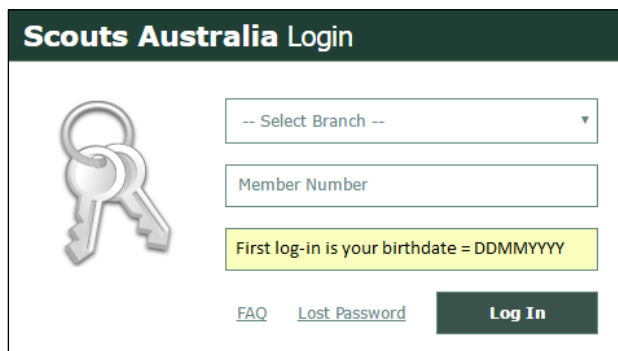


Additional evidence which may be requested

- Providing a copy of your Resume or Curriculum Vitae is usually very beneficial.
- Minutes from Unit Council meeting/s
- Letter of recommendation or reference
- Copies of existing qualifications
- The area where there is commonly a gap in student evidence relates to the required Work, Health and Safety unit of competency. To address this gap you can complete the Scouts Australia e-Learning module;
 - WHS for Scouting - http://training.scouts.com.au/learning_modules/765201
- RPL Assessment Tool Kit. If required this will be provided by your Branch Commissioner for Vocational Education and Training (VET) or your Assessor

Scouts Australia e-Learning for Venturer Scouts

All members of Scouts Australia who are aged 18 or older must use e-Learning at some point and therefore they are aware that it exists. Venturer Scouts are not required to use e-Learning and therefore the range of learning opportunities that they could gain from it are potentially missed.



Scouts Australia e-Learning is designed to be undertaken by participants in their own time and on an individual basis.

For your first log-in you will need;

- training.scouts.com.au
- your member number, and
- your date of birth.

There are a range of e-Learning modules that provide learning opportunities and evidence towards the Certificate II in Business.

- Many Venturer Scouts have a gap against the required Work, Health and Safety unit of competency. To address this gap you can complete the e-Learning module;
 - WHS for Scouting - http://training.scouts.com.au/learning_modules/765201
- Other e-Learning modules that would provide additional learning and evidence for the Certificate II in Business are listed in the table on the next page.

Certificate II in Business for Venturer Scouts

- The qualification requires twelve (12) units of competency. With one (1) required unit of competency, BSBWHS201 Contribute to health and safety of self and others.
- Another eleven (11) units of competency are required with a maximum of four (4) external units of competency.
 - All of the external electives have a preceding asterisk (*) in the following table.

Certificate II in Business: Potential outcomes – Range of elective options

Unit of Competency	e-Learning (Not required but may be beneficial)	Initiative	Environment	Unit Management	Ideals	First Aid	Expedition	Vocations	Expression	Lifestyle	Pursuits	Outdoor	Citizenship	Service
BSBWHS201 Contribute to health and safety of self and others	WHS for Scouting	✓		✓			✓			✓	✓	✓		✓
* HLTAID003 Provide first aid						✓								
BSBINM201 Process and maintain workplace information	Basic Programming for Venturer Scouts			✓			✓	✓		✓		✓		
BSBCMM201 Communicate in the workplace	Communication	✓					✓		✓			✓		
BSBITU213 Use digital technologies to communicate remotely	Communication		✓											
BSBITU211 Produce digital text documents	Basic Programming for Venturer Scouts			✓	✓									
BSBSUS201 Participate in environmentally sustainable work practices	Follow Environmental Impact Practices		✓				✓					✓		
BSBWOR202 Organise and complete daily work activities	Planning for Outdoor Activities	✓					✓							✓
BSBIND201 Work effectively in a business environment	Work Skills for Recreation	✓						✓						
BSBWOR203 Work effectively with others	Relationship Skills	✓			✓		✓					✓	✓	✓
* BSBFLM312 Contribute to team effectiveness	Bullying	✓		✓	✓		✓					✓		
BSBINN201 Contribute to workplace innovation		✓							✓					
* BSBLED101 Plan skills development	Personal Skill Development							✓	✓	✓	✓			
* BSBCRT101 Apply critical thinking techniques		✓							✓					
* SITXCOM201 Show social and cultural sensitivity	World Scouting and Cultural Diversity				✓				✓				✓	✓
* CHCVOL001 Be an effective volunteer														✓
BSBCUS201 Deliver a service to customers														
BSBITU212 Create and use spreadsheets														

- External electives have a preceding asterisk (*). A maximum of four (4) external electives may be used.

Where to from here?

Be Prepared... for new adventure!

By continuing to apply your learning and participating in what Scouting has to offer both youth and adult members you are able to work towards other Qualifications:

- Participation in Gang Show or Showtime will provide you with evidence towards the
 - CUA20215 Certificate II in Creative Industries
- Participation and training in Outdoor Adventurous activities will provide you with evidence towards:
 - SIS20213 Certificate II in Outdoor Recreation

Continuing with Scouting by completing the Queen's Scout Award, participating in the Rover Scout section or completing Wood Badge training and / or adventurous activities, this will provide you with opportunities and evidence to complete further Qualifications:

- BSB30115 Certificate III in Business
- CHC44015 Certificate IV in Coordination of Volunteer Programs
- BSB42015 Certificate IV in Leadership and Management
- BSB51915 Diploma of Leadership and Management
- SIS30413 Certificate III in Outdoor Recreation
- SIS40315 Certificate IV in Outdoor Recreation
- SIS50310 Diploma of Outdoor Recreation

The following webpage provides information for members to find out more about the Qualifications that are available, at no additional cost, from the Scouts Australia Institute of Training.

- <http://training.scouts.com.au/Qualifications>

