

PARADE COLLEGE

RTO Number 40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

22480VIC Certificate II in Small Business (Operations/Innovation)



About the Course

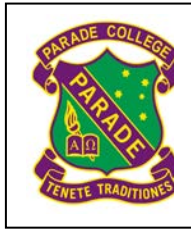
Within small businesses there is an emphasis on innovation and the need for flexible and responsive customer service. In addition, and with the growth of e-commerce, domestic and global markets, small businesses now increasingly relies on personnel who are capable of contributing to market research, marketing, business planning, and change as well as business operations.

This course will provide you the key skills, knowledge and attributes required in work effectively in small businesses at a beginning level.

Course Entry Requirements

Course applicants must meet the following selection criteria:

- satisfactory completion of Year 10 secondary school studies or higher,
- satisfactory completion of a language, literacy and numeracy test, and
- be able to use a personal computer including basic word processing and spread sheet skills, electronic communication platforms, and internet search engines.



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Duration and Schedule

The course is completed over 2 years / 4 semesters and will require attendance at the following sessions:

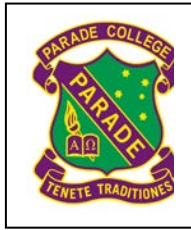
- 2 sessions of 100 minutes (Mondays and Tuesdays)
- 1 session of 50 minutes (Thursdays)

Units of Competency

This course requires satisfactory completion of the following units of competency:

Unit Code	Unit Title
BSBWHS201	Contribute to health and safety of self and others (C)
VU22520	Contribute to small business operations and innovation
VU22521	Develop elementary skills for small business environments (C)
VU22522	Identify small business policies and procedures (C)
VU22523	Undertake basic market research and promotion for a small business product or service (C)
VU22524	Participate in small business quality processes (C)
VU22525	Assist with the presentation of public activities and events (C)
VU22526	Follow procedures for routine financial activities of a small business (C)
VU22527	Contribute to small business planning (E)
SITXCCS006	Provide service to customers (E)
BSBPRO301	Recommend products and services (E)
ICTWEB201	Use social media for collaboration and engagement (E)

C = Core and E = Elective



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Training and assessment methods and location

Training:

Scheduled classes will be conducted at Parade College, Preston Campus. Training methods include face to face, classroom based teacher led presentations and demonstrations. Students will have significant opportunities to develop practical skills in small business operations, with teaching coaching and supervision.

During the course you will also have the opportunity to apply your small business knowledge and skills via practical activities and projects.

Assessment:

A range of assessment methods are used throughout the course including workbook activities, written tests and practical skill demonstrations. You will receive detailed assessment information on commencement of each unit.

Course Requirements

During orientation you will be informed of any specialist clothing, footwear, equipment or materials required of the course.

Credit Transfer and Recognition of Prior Learning

Credit Transfer (CT) is the recognition by a registered training organisation (Parade College) of the qualifications, certificates and/or statements of attainment issued by other registered training organisations, universities and TAFEs. While Recognition of Prior Learning (RPL) recognises the knowledge and skills you have gained through previous informal training, and past work and life experience.

If you think that you might be able to apply for CT or RPL, talk to Mr McKay, Executive Officer - RTO, preferably before course commencement.

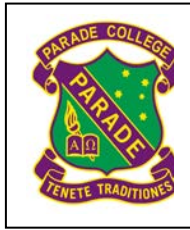
Further Training and Employment Pathways

Further Training:

After satisfactorily completing the 22480VIC graduates may undertake a range of business related units and qualifications.

Employment:

After achieving 22480VIC graduates may gain employment as a small business employee.



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Fees and Charges

Parade College Students	
Tuition Fee	Included in College tuition fees
Material Fee	\$445.00
Total Fees:	\$445.00

External Secondary School Students	
Tuition Fee	\$850.00
Material Fee	\$445.00
Total Fees:	\$1,295.00

All fees are inclusive of GST

For information regarding refunds, refer to our Fees and Refund policy available on our website <http://www.parade.vic.edu.au/RTO>.

Course Contact:

Mr Matt Dunn

Course Coordinator and Teacher

Telephone contact: 03 - 9468 3300

Email contact: matt.dunn@parade.vic.edu.au