



PARADE COLLEGE

RTO Number40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

22629VIC Certificate II in Small Business (Operations/Innovation) Parade College Students Only



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, and domestic and global markets, small businesses now increasingly rely on personnel who can contribute to market research, marketing, business planning, and change as well as business operations.

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

The course includes units that address the skills and knowledge to:

- Follow small business routine procedures
- Work safely
- Communicate effectively and professionally
- Support planning, policies, and procedures
- Contribute to basic marketing, business operations and innovation



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Course Entry Requirements:

Course applicants must meet the following selection criteria

- Be enrolled in 11 or 12 at Parade College
- Satisfactory completion of a language, literacy, and numeracy test

Duration and Schedule

Classes as directed by the Parade School Timetable

Including if students are required to undertake independent study throughout the duration of the course in addition to direct course contact hours.

Units of Competency

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

Unit Code	Unit Title
BSBWHS211	Contribute to the health and safety of others
VU23433	Contribute to small business operations and innovation
VU23434	Develop fundamental skills for small business environments
VU23435	Identify small business policies and procedures
ICTWEB306	Develop a web presence using social media
FSKLRG008	Use simple strategies for work-related learning
VU23436	Undertake basic market research and promotion for a small business product or service
VU23437	Participate in small business quality processes
VU23438	Contribute to small business planning
VU23439	Follow processes for routine financial activities of a small business
FSKOCM007	Interact effectively with others at work
FSKWTG005	Write simple workplace formatted texts

C = Core and E = Elective



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Training and assessment methods and location

Scheduled classes will be conducted at Parade College, Preston Campus.

Training methods include

- May include face to face,
- May include knowledge tests
- May include classroom-based trainer presentations
- May include practical demonstrations,

Students will have significant opportunities to develop practical skills in their field of study with excellent trainer coaching and supervision.

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

Assessment:

A range of assessment methods are used throughout the course including:

- May include workbook activities,
- May include knowledge questions,
- May include written assignments
- May practical skill demonstrations.

You will receive detailed assessment information on the commencement of each unit.

Course Requirements

During orientation, you will be informed of any equipment, or materials required for you to undertake 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 the Executive Officer - RTO, preferably before course commencement.



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Further Training and Employment Pathways

Further Training:

After satisfactorily completing the 22629VIC Certificate II Small Business Operations and Innovation graduates may undertake a range of related units and qualifications to further develop their training

Employment:

After achieving 22629VIC Certificate II in Small Business Operations and Innovation graduates may gain employment as

- Small Business employee

Fees and Charges

Parade College Students	
Tuition Fee	Included in College tuition fees
Material Fee	\$250.00

All fees are inclusive of GST

Course Contact:

Parade College - RTO Office

Telephone contact: 03 - 9468 3300

Further Details email: RTO@parade.vic.edu.au