

CERTIFICATE II IN Small Business

You will be enrolled into a current qualification. 22629VIC – Cert II in Small Business (Operations/Innovation) provides students with the knowledge and skills to enhance their employment prospects in a small business, to support safe and sustainable business operations, support daily financial management, apply effective communication, creative thinking and problem solving techniques and to support the implementation and review of innovation and change within a small business context

PATHWAYS AND EMPLOYMENT OPPORTUNITIES

This programme offers a full completion of the Certificate II and offers graduates the skills to work effectively within small business contexts across a range of industry sectors.

After completion of 22629VIC – Cert II in Small Business (Operations/Innovation), you might wish to undertake further study in Cert IV Business – Cert IV Small Business management.



QUALIFICATION

22629VIC – Certificate II in Small Business (Operations/Innovation)

RTO

21230 – Ripponlea Institute

COURSE STRUCTURE

- Two-year course
- Timetabled classes
- Knight Street Campus
- Non-scored

TEACHER

Danielle Gow

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COURSE FEE

\$75 per term

ATTENDANCE

It is important that students commit to all course requirements, including study and assessments the student may need to complete outside their normal training sessions.

ASSESSMENTS

A variety of assessments can be undertaken, including written and practical.

VET

CERTIFICATE II IN Small Business



UNITS OF COMPETENCY

YEAR ONE

BSBWHS211*	Contribute to the health and safety of self and others
VU23433*	Contribute to small business operations and innovation
VU23436*	Undertake basic market research and promotion for a small business product or service
VU23438	Contribute to small business planning
FSKOCM007	Interact effectively with others at work
FNSFLT311	Develop and apply knowledge of personal finances

YEAR TWO

VU23439*	Follow procedures for routine financial activities of a small business
VU23437*	Participate in small business quality processes
VU23435*	Identify small business policy and procedures
VU23434*	Develop fundamental skills for small business environments
VU23440*	Assist with the presentation of public activities and events
ICTWEB306	Develop a web presence using social media

**Core Units*

You can find details about these Units of Competency by searching training.gov.au

ENROLMENT ENQUIRIES

Diana Millstead

VET Learning Area Convenor

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