

# BUSINESS SERVICES

## Certificate II in Business (BSB20115)

Hours of completed work placement: \_\_\_\_\_ hours

### Core units I am currently working on or I have completed:

Unit Code	Unit Title	Working towards	Completed
BSBINN201	Contribute to workplace innovations	<input type="checkbox"/>	<input type="checkbox"/>
BSBCUS201	Deliver a service to customers	<input type="checkbox"/>	<input type="checkbox"/>
BSBIND201	Work effectively in a business environment	<input type="checkbox"/>	<input type="checkbox"/>
BSBINM201	Process and maintain workplace information	<input type="checkbox"/>	<input type="checkbox"/>
BSBWHS201	Contribute to health and safety of self and others	<input type="checkbox"/>	<input type="checkbox"/>
BSBSUS201	Participate in environmentally sustainable work practices	<input type="checkbox"/>	<input type="checkbox"/>
TLIP2029A	Prepare and process financial documents	<input type="checkbox"/>	<input type="checkbox"/>

### Elective units I am currently working on or I have completed:

Unit Code	Unit Title	Working towards	Completed
BSBCMM201	Communicate in the workplace	<input type="checkbox"/>	<input type="checkbox"/>
BSBWOR202	Organise and complete daily work activities	<input type="checkbox"/>	<input type="checkbox"/>
BSBWOR203	Work effectively with others	<input type="checkbox"/>	<input type="checkbox"/>
BSBINM202	Handle mail	<input type="checkbox"/>	<input type="checkbox"/>
BSBITU307	Develop keyboarding speed and accuracy	<input type="checkbox"/>	<input type="checkbox"/>
BSBITU201	Produce simple word processed documents	<input type="checkbox"/>	<input type="checkbox"/>
BSBITU202	Create and use spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>
BSBWOR204	Use business technology	<input type="checkbox"/>	<input type="checkbox"/>

### Add any other units you have completed


Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Attach to the Application Form*