

BSB20115 CERTIFICATE II IN BUSINESS

At Foundation Training Australia (FTA) we believe the best investment you can make is in yourself, today, for your future tomorrow. In this fast paced, digital world some things can't be rushed and quality training is one of them.

FTA ensures that your personal ambitions are fuelled and developed throughout your learning journey with real, first-hand practical experience, to provide you with a range of possibilities and career opportunities in this thriving industry.

At FTA we are committed to providing you with real and relevant training to provide you with the skills, knowledge and experience that should be valued, celebrated and rewarded.



GREAT ENTRY POINT OPPORTUNITY

Kick off your knowledge with this entry level qualification to get the basics right. Everyone has to start, and the most important part of starting is getting your solid foundations right to build and leverage from this point forward. So it doesn't matter if you are new to the workforce, acquiring new skills to get back into the workforce, this qualification is a great confidence support.

This is the building block of your career development, enabling you to continue to grow, develop and improve, whilst giving you the confidence you need to go forward.



BENEFITS:

- Foundation skill support
- Supports early learning
- Sets the ground work for further progression

FUNDING:

FTA is a proud supplier of a wide variety of funding options for eligible students. These funding options are designed to financially support your study and help you achieve your career goals. If you'd like more information on what funding may be available for your training please call us on **1300 990 064** or visit our website **www.fta.edu.au** for details.

CAREER OUTCOMES:

Investing your time at the entry level of business skills development is an important gift to yourself.

This qualification provides the basic foundational skills required in operating in any business. Supporting the administration role whilst perform a range of routine tasks using limited practical skills and fundamental operational knowledge in a defined context.

Use this qualification to progress in a staged learning environment that allows you time to adapt your new skills into your working day.

**Call us today on 1300 990 064
to kickstart your business career.**

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NO ENTRY REQUIREMENTS

COURSE DURATION: 6 MONTHS*

DELIVERY OPTIONS:

- Workplace delivery
- Workshop delivery
- Self-paced online learning
- Mixed-mode delivery
- Recognition of prior learning options may also be applicable depending on experience

* It is anticipated this course will take up to 6 months to complete, depending on the delivery method and course attendance. Prior qualifications and industry experience may also affect timeframes.

At FTA we are committed to inspiring you to grow and develop into the highest version of yourself so that you have the greatest opportunity to succeed in life.

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For further information regarding fees and charges and our refund policy please visit www.fta.edu.au or contact us on 1300 990 064.

