Got the Skills?
Get the Recognition for course 17802
Business (Certificate II)

You don't need to study what you already know! The skills, knowledge and experience you have gained from your previous learning, work experience and life in general may be taken into account. This is called recognition.

To apply for credit in one or more units you must clearly show that you have the equivalent and relevant skills, knowledge and experience of the unit or group of units.

Complete the relevant unit forms below, include your evidence and attach the Enrolment Adjustment Recognition form. Place this on top of your completed application as a cover sheet.

Keep a copy of all completed forms for your records.

Recognition for Unit of Competency forms

BSBITU102A - Develop keyboard skills
BSBWOR204A - Use business technology
BSBIND201A - Work effectively in a business environment
BSBOHS201A - Participate in OHS processes
BSBITU203A - Communicate electronically
BSBITU201A - Produce simple word processed documents
BSBITU202A - Create and use simple spreadsheets
BSBINM201A - Process and maintain workplace information
BSBSUS201A - Participate in environmentally sustainable work practices
BSBCMM201A - Communicate in the workplace
BSBCUS201A - Deliver a service to customers
BSBWOR203A - Work effectively with others

Can't find the form you are looking for or need more help? Contact the Recognition Desk