



PARADE COLLEGE

RTO Number40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

Superseded in 2024

22480VIC Certificate II in Small Business (Operations/Innovation)



About the Course

Graduates of this course will be able to meet the current and future industry requirements to work effectively within small business contexts across a range of industry sectors with the skills, knowledge, and attributes to:

- support safe and sustainable small business operations
- support the daily financial management of small business operations
- demonstrate elementary professional skills and approaches to engage in small business contexts
- apply effective communication, creative thinking and problem solving techniques to underpin co-operative relationships between stakeholders within a small business context
- support the implementation and review of innovation and change within a small business context



PARADE COLLEGE

RTO Number40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

Course Entry Requirements:

Course applicants must meet the following selection criteria

- Satisfactory completion of Year 10 secondary school studies or higher and
- Satisfactory completion of a language, literacy, and numeracy test

Duration and Schedule

The course is completed over 2 years/4 semesters and will require attendance at the following sessions”

Parade timetable

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
BSBWHS201	Contribute to health and safety of self and others (C)
VU22520	Contribute to small business operations and innovation
VU22521	Develop elementary skills for small business environments (C)
VU22522	Identify small business policies and procedures (C)
VU22523	Undertake basic market research and promotion for a small business product or service (C)
VU22524	Participate in small business quality processes (C)
VU22525	Assist with the presentation of public activities and events (C)
VU22526	Follow procedures for routine financial activities of a small business (C)
VU22527	Contribute to small business planning (E)
SITXCCS006	Provide service to customers (E)
BSBPRO301	Recommend products and services (E)
ICTWEB201	Use social media for collaboration and engagement (E)

C = Core and E = Elective



PARADE COLLEGE

RTO Number 40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

Training and assessment methods and location

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

Training methods include

- May include face to face,
- May include knowledge tests
- May include classroom-based trainer led 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 include practical skill demonstrations.

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

Course Requirements

During orientation you will be informed of any specialist clothing, footwear, 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.

Further Training and Employment Pathways

Further Training:

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



PARADE COLLEGE

RTO Number40750

1436 Plenty Road, Bundoora 3083

P: 9468 3300 F: 9467 3937

Employment:

After achieving 22480VIC graduates may gain employment as:

- Small Business employee

Fees and Charges

Parade College Students	
Tuition Fee	0.00
Material Fee	250.00

For information regarding refunds, refer to our Fees and Refund policy available on our website [RTO VET Courses - Parade College](#)

Course Contact:

Parade College - RTO Office

Telephone contact: 03 - 9468 3300

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