

Vocational Education and Training Certificates

Certificate II in Workplace Skills

BSB20120 Certificate II in Workplace Skills		
Core Elective	Unit Code	UOC Title
C	BSBCMM211	Apply communication skills
C	BSBOPS201	Work effectively in a business environments
C	BSBPEF202	Plan and apply time management
C	BSBCUS211	Participate in environmentally sustainable work practices
C	BSBWHS211	Contribute to health and safety of self and others
E	BSBPEF201	Support personal wellbeing in the workplace
E	BSBTEC201	Use business software applications
E	BSBTEC202	Use digital technologies to communicate in a work environment
E	BSBOPS203	Deliver a service to customers
E	BSBTEC303	Create electronic presentations

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Course Length	1 year
Pre-requisites	Nil
Participants	Year 11 or Year 12 students
Cost	\$130.00 (cost is approximate – subject to change)

This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of routine tasks. However, the flexibility of the qualification allows for the skills to be utilised in a multitude of contexts.

Working in a business context the qualification includes:

- Produce word processed documents
- Electronic communication
- Design basic organisational documents using computing packages
- Organising daily activities
- Workplace health and safety and equipment management

RTO partnership TBA for 2023.