

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

RTO CODE: 50354

What is the Certificate II in Workplace Skills?

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.



Pre Requisites: None

Course Enrolment: 12 months

Pathways: Certificate III in Business



Work placement experience, current employment or other verified vocational engagement may be incorporated in the assessment process

General Notes: All students must supply their Unique Student Identifier (USI). Students are asked to bring their own device to ensure security of their work and log into the Learning Management System.

For more information contact: succeed@fec.org.au

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CORE UNITS

- BSBCMM211** Apply communication skills
- BSBOPS201** Work effectively in business environments
- BSBPEF202** Plan and apply time management
- BSBSUS211** Participate in sustainable work practices
- BSBWHS211** Contribute to the health and safety of self and others

ELECTIVE UNITS

- BSBPEF302** Develop self awareness
- BSBTEC101** Operate digital devices
- BSBTEC203** Research using the internet
- BSBOPS203** Deliver a service to customers
- BSBTWK201** Work effectively with others

There is a total of 265 hours for this course
A practical work placement will occur where possible

To assist students in balancing their education, work and other commitments, all classes follow the Western Australian public school terms and holidays. Classes are scheduled during the holiday periods to provide extra support and assistance when required