

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

RTO CODE: 50354

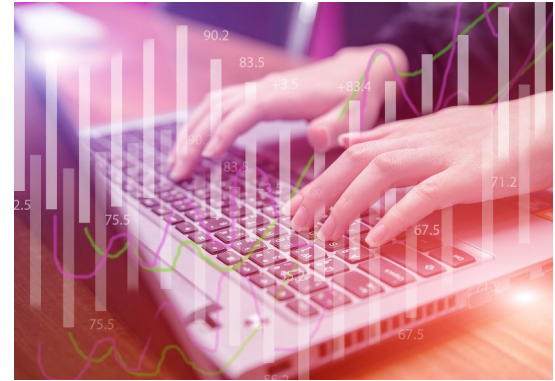
What is the Certificate II in Workplace Skills?

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



Individuals may be eligible for a range of entry-level job roles, including:

- * Administrative Assistant
- * Customer Service Representative
- * Data Entry Operator
- * Office Clerk
- * Receptionist
- * Team Support Officer
- * Records Officer
- * Accounts Payable/Receivable Clerk
- * Office Administrator
- * Junior Project Coordinator



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.

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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

BSBTEC201 Use business software applications

BSBTEC203 Research using the internet

BSBPEF101 Plan and prepare for work readiness

BSBTWK201 Work effectively with others



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