

Course Details:

BSB20120 Certificate II in Workplace Skills

Course Aims

Certificate II in Workplace Skills is an entry-level qualification that provides students with the knowledge and skills to enhance their employment prospects in a business environment. It provides an understanding of business fundamentals ready for a Career in the Business World. Students will develop a broad range of knowledge and skills ready for employment in a variety of roles including, Administration and Customer Service. The program provides a pathway for continued study into higher education – Business Studies.

Course Delivery

Location and Times

Year 1: Fairhills High School, Scoresby Road, Knoxfield. Wednesday 1:00pm – 4:30pm

Mode of Delivery Classroom based.

Duration: 1 year part time

On successful completion of this program the student will achieve:

Credit towards VCE, VCE VM, VPC

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: www.vtac.edu.au and/or www.vcaa.vic.edu.au

Qualification: A nationally recognised qualification: **BSB20120 - Certificate II Workplace Skills**

Additional Requirements/ Information:

Name of RTO & Provider of Qualification:

iVET
RTO: 40548

RTO Student Information:

Please refer to www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus.

OHS / Personal Protective Equipment: NA

Excursions: Students will be required to complete and return Excursion permission slips in line with education department policy.

Work Placement: 40 hours of work placement over 1 year is a recommendation for this program.

Other: Please note that students have the opportunity to complete the second year of Workplace Skills (Business) at Swinburne, Wantirna campus. This will give them 3 / 4 units towards VCE and a study score.

Future Pathways and Opportunities:

Complementary studies:	<ul style="list-style-type: none"> Accounting 	<ul style="list-style-type: none"> Business Management
Pathways:	<ul style="list-style-type: none"> Certificate III in Business 	
Possible Future Career Opportunities:	<ul style="list-style-type: none"> Administration Customer Service receptionist Management Marketing Public Relations Officer 	<ul style="list-style-type: none"> Accountant Receptionist Clerical Assistant Small Business Owner Sub Contractor

Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBPEF101	Plan and prepare for work readiness	20	E
BSBPEF202	Plan and apply time management	20	C
BSBWHS211	Contribute to health and safety of self and others	20	C
BSBCMM211	Apply communication skills	40	C
BSBOPS201	Work effectively in business environments	30	C
BSBTEC 201	Use business software applications	60	E
BSBTEC203	Research using the internet	30	E
BSBTEC202	Use digital technologies to communicate in a work environment	20	E
BSBCRT201	Develop and apply thinking and problem solving skills	30	E
BSBSUS211	Participate in sustainable work practices	20	C
	Total nominal hours	290	

