

workplace skills

Course Details:

BSB20120 Certificate II in Workplace Skills (completed over 2 years)

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 high education – Business Studies.

Course Delivery

Location and Times

Year 1: Sherbrooke Community School, 311 Mount Dandenong Tourist Road, Sassafra. Wednesday 9:00am -12:30pm

Year 2: Sherbrooke Community School, 311 Mount Dandenong Tourist Road, Sassafra. Wednesday 9:00am -12:30pm

Mode of Delivery: Classroom based.

Duration: 2 years part time

On successful completion of this program the student will achieve:

Credit towards VCE, VCE VM, VPC and Intermediate VCAL

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 2 year is a recommendation for this program.

Other: NA

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
BSBSUS211	Participate in sustainable work practices	20	C
Total nominal hours		150	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
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
Total nominal hours		140	

