



VET PROGRAMS



BSB20120 - Certificate II in Workplace Skills CRICOS: 111918H

This entry-level qualification is not only nationally accredited but is a fun mix of foundational skills. If you're considering a job in business services or administration, this is for you. As you progress, you will carry out a range of procedural, clerical, administrative and operational tasks that require self-management and basic technology. This is a great place to start if you're preparing to begin your working life.

COURSE KEY FEATURES

DURATION: 12 Months

ENTRY REQUIREMENTS:

- 18 years of age or more when commencing the course
- IELTS 5.5 with no individual band less than 5.0 (or equivalent) and at minimum Year 12 Certificate (or equivalent)
- Applicants who cannot provide both a minimum of a Year 12 will be required to undertake LLN testing prior to receiving an offer

Applicants who will undertake LLN testing must achieve at minimum: Learning 2; Reading 3; Writing 3; Oral Communication 2; Numeracy 2

POSSIBLE JOB OPPORTUNITIES

Administration Assistant

Receptionist

Data Entry Clerk

CODE UNITS

BSBCMM211	Apply communication skills (Core)
BSBOPS201	Work effectively in business environments (Core)
BSBPEF202	Plan and apply time management (Core)
BSBSUS211	Participate in sustainable work practices (Core)
BSBWHS211	Contribute to the health and safety of self and others (Core)
BSBOPS101	Use business resources (Elective)
BSBTEC201	Use business software applications (Elective)
BSBOPS203	Deliver a service to customers (Elective)
BSBPEF101	Plan and prepare for work readiness (Elective)
BSBTWK201	Create electronic presentations (Elective)