

BSB20120

Certificate II in Workplace Skills

12-month course offered in Year 11 and 12,
running on a rotation with Certificate II in Applied Digital Technologies.

VET

Qualification Description

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Packaging Rules

10 units must be completed

- 5 core units
- 5 elective units

Units of Competency

Unit Code and Title	Unit type
BSBCMM211 Apply communication skills	Core Unit
BSBOPS201 Work effectively in business environments	Core Unit
BSBPEF202 Plan and apply time management	Core Unit
BSBSUS211 Participate in sustainable work practices	Core Unit
BSBWHS211 Contribute to the health and safety of self and others	Core Unit
BSBPEF201 Support personal wellbeing in the workplace	Listed Elective
BSBTWK201 Work effectively with others	Listed Elective
BSBTEC101 Operate digital devices	Listed Elective
BSBTEC201 Use business software applications	Listed Elective
BSBTEC202 Use digital technologies to communicate in a work environment	Listed Elective

Qualification Overview

Project 1	Project 2
Safety and Sustainability	\$20 Boss

Assessment

For each project, students will produce a Folio of Work and respond to questioning while being observed by their trainer.

Service Agreement

Students successfully achieving all qualification requirements will be provided the Qualification and a Record of Results. Students who achieve at least one unit (but not the full qualification) will receive a Statement of Attainment. Students entering this qualification after it has commenced, may have difficulty in gaining the full qualification in the remaining time.

The RTO guarantees that the student will be provided with every opportunity to complete the certificate. However, in the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program, students will be issued with a Statement of Attainment for any successfully completed units of competency and any fees paid toward the program will be refunded on a pro rata basis.

Information is correct at the time of publication but subject to change.

Centenary Heights State High School
RTO Provider Code - 30258

