

<b>Subject name</b>	<b>Certificate II in Workplace Skills BSB20120</b>
<b>Subject code</b>	VWS
<b>Subject type</b>	VET (1 - 2 years)
<b>Subject fee</b>	\$40 per year
<b>Entry requirements</b>	Nil

**QUALIFICATION DESCRIPTION:**

This qualification prepares students to 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 defined contexts. Students will perform routine tasks and demonstrate the fundamental operational knowledge and skills

**QUALIFICATION PACKAGING RULES:**

**Certificate II** - 10 units of competency: **5 core unit and 5 elective units.**

Unit Code	Unit Name	Core/Elective
BSBWS211	Contribute to health and safety of self and others	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBCMM211	Apply communication skills	Core
BSBOPS201	Work effectively in business environments	Core
BSBPEF202	Plan and apply time management	Core
BSBTWK201	Work effectively with others	Elective
BSBTEC101	Operate digital devices	Elective
BSBTEC201	Use business software applications	Elective
BSBTEC202	Use digital technologies to communicate in a work environment	Elective
BSBPEF201	Support personal wellbeing in the workplace	Elective

**LEARNING EXPERIENCES:**

A range of teaching and learning strategies will be used to deliver the competencies. These include:

- Practical tasks
- Group work
- Activities in a simulated work environment

**ASSESSMENT:**

Assessment is competency based and therefore no levels of achievement are awarded. Assessment for this qualification is continuous and units of competency have been clustered into groups and are assessed this way. Supervised assessment is completed by word processor, presentations, exercises using computer software and other business equipment. Regular assignments may involve simulated administrative duties, responses to computer simulated material and case studies, learning logs of personal experience and reports on business visits and interviews.

**PATHWAYS:**

Further study at TAFE and traineeships in various business administration or employment in business at entry-level.

**COSTS:**

(In addition to the Student Resource Scheme – SRS)

\$40.00 per year – this fee covers printing from computers and booklets. Purchase of a USB (minimum 8GB) and headphones will also be personally required.

**SPECIAL SUBJECT REQUIREMENTS:**

All students are to abide by safety rules and regulations.

BYOD Program: Please refer to the 'Bring Your Own Device (BYOD) booklet for the minimum specifications required before purchasing a device.

**SERVICE AGREEMENT:**

The RTO guarantees that the student will be provided with every opportunity to complete the certificate as per the rights and obligations outlined in the enrolment process and information handbooks provided. Students successfully achieving all qualification requirements will be provided with the Qualification and 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.



RTO Provider Code - 30258

**PLEASE NOTE:**

Unforeseen loss of qualified staff may result in the qualification not being completed. Correct at time of publication but subject to change.