

## Workplace Skills

### BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

#### What it is

This business related program is designed to capture those students who are still exploring their options and require a VET program that starts later in the year.

The program lays the foundations for various industries. Students learn general workplace skills and digital skills that will transfer into the workplace and further studies.

This program will use a variety of strategies and teaching methods including guest speakers, industry visits, excursions, experiential learning, classroom theory and practical sessions.

#### What you learn

Students learn from the following subjects (Units of Competency):

- ✓ Contribute to the health and safety of self and others BSBWHS211
- ✓ Work effectively with others BSBTWK201
- ✓ Plan and apply time management BSBPEF202
- ✓ Plan and prepare for work readiness BSBPEF101
- ✓ Apply communication skills BSBCMM211
- ✓ Support personal wellbeing in the workplace BSBPEF201
- ✓ Use digital technologies to communicate in a work environment BSBTEC202

#### Who you learn from

##### YOUR INDUSTRY EXPERT

To be advised

##### WHERE YOU LEARN

To be advised

##### WHEN

Thursday 1.45pm to 5.00pm

Expect first class to start in Week 1 of Term 2

**Class size:** 16 to 20 students

To be confirmed

Term 2  
program start

## What you get

Upon successful completion of the program, students are eligible to obtain:

### School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

### Workplace recognition

Statement of Attainment

(List of the Units of Competency which have been successfully completed).

## Your possible career/pathway

Training Package definition:

‘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’.

“The beautiful thing about learning is that nobody can take it away from you.”

B.B. KING



*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

