

Workplace Skills

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

What it is

This program is unique to the VET cluster and designed for a later start in the year to capture those students who are still exploring their options and looking for a flexible VET program.

The program is tailored for Year 11 and Year 12 students and lays the foundation for every industry and any other program, course, or employment opportunity. Students learn general workplace skills and digital skills that will transfer into the workplace and further studies.

Federation TAFE will offer this program via a blended and flexible delivery model and 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). If all units are completed they total to over 180 nominal hours:

- ✓ 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

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
SMB Campus, Grant Street, Ballarat
Blended delivery. Students can join the class online or in person.

WHEN

Thursday 1.45pm to 5.00pm
in person and online
Class size: 16 to 20 students



Students participate
online or in person.

Classes to start later
in Term 1

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.

