

BUSINESS CERTIFICATE

Vocational Education & Training CODE: VBS

QUALIFICATION: BSB20120 Certificate II in Workplace Skills

COURSE OVERVIEW

<http://training.gov.au> – Please refer to the training.gov.au website for specific information about the qualification. The Certificate II in Workplace Skills reflects the role of individuals in a variety of entry-level Business Services job roles. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

DURATION

One or two years depending upon student timetable.

COURSE UNITS

To attain a Certificate II in Workplace Skills, 10 units of competency must be achieved:

UNIT CODE	UNIT NAME
BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of self and others
BSBPEF201	Support personal wellbeing in the workplace
BSBTEC201	Use business software applications
BSBTWK201	Work effectively with others
BSBTEC302	Design and produce spreadsheets
BSBTEC303	Create Electronic Presentations

ASSESSMENT TECHNIQUES

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Projects
- Written and Practical Tasks
- Teacher Observation
- Computing Tasks
- Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

BSB30115 Certificate III in Business

BSB40215 Certificate IV in Business

Other specific financial qualifications available at <http://training.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate III in Business should be undertaken.

Disclaimer: "The College must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."