



# BSB20120

## CERTIFICATE II IN WORKPLACE SKILLS

Study With Axial Training To Get The  
Skills and Succeed



The BSB20120 Certificate II in Workplace Skills 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.

<b>Study Mode</b>	Online with support
<b>Duration of Course</b>	Up to 12 Months
<b>Total Units</b>	10 [5 Core & 5 Elective]



### Requirements

You will need to have access to a Lap Top or Desk Top Computer with working speakers or headphones and a suitable, reliable internet connection.



### Career Outcomes

Administration Assistant  
Clerical Worker  
Data Entry Operator  
Information Desk Clerk  
Office Junior  
Receptionist





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### Pathways To Further Study

Certificate III in Business

Certificate IV in Business

Diploma of Business

Diploma of Leadership and Management

### Course Units

#### Core:

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

#### Elective:

BSBPEF201	Support personal wellbeing in the workplace
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTWK201	Work effectively with others
BSBOPS203	Deliver a service to customers
BSBTEC303	Create electronic presentations

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2404 Logan Rd, Eight Mile Plains 4113  
382 Sturt St, Townsville 4810  
[www.axial.edu.au](http://www.axial.edu.au)



Qualification delivered by Axial Training RTO 2437 CRICOS 03452C



[connect@axial.edu.au](mailto:connect@axial.edu.au)



1300 729 425



Skills  
Assure



NATIONALLY RECOGNISED  
TRAINING