

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.

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



Entry Requirements



Minimum Age

You will need to be at least 16 years old. If you are under 18 your enrolment form will need to be signed by a parent or guardian.



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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