

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

**GAIN THE SKILLS
FOR YOUR CAREER SUCCESS**

**WHILE AT
SCHOOL**



AXIAL TRAINING
Empowering Lifelong Learning
in Queensland Schools

THE AXIAL TRAINING DIFFERENCE

At Axial Training our aim is to provide an exceptional education experience, with quality outcomes and tailored training solutions that add genuine value to a student's secondary school experience.

We have developed an industry-leading blended vocational training model that has proven to be ideal for Queensland Schools delivery.



SCHOOLS PROGRAM

At Axial Training, we are incredibly passionate about nurturing all of our student's individual qualities, preparing them for meaningful and purposeful lives in industry and study, whilst affording them world-class opportunities to reach their ideal career aspirations.



All students have access to our industry-leading student support program that helps enhance natural skills whilst enriching the total learning experience.

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BSB20120

CERTIFICATE II IN WORKPLACE SKILLS

LEARN NEW SKILLS

PROGRAM OVERVIEW

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.

This nationally accredited course will equip successful students with basic foundational skills to support roles in a range of industries as an office assistant. The course is also the ideal preparation for an entry-level job or further study options in a variety of areas with skills gained in workplace communication, technology use and more.

DELIVERY OPTIONS



4 Terms



Blended delivery,
Combination of
classroom and
online learning



Lessons
delivered at the
School

COURSE OUTLINE

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
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



LET'S CONNECT



QUALIFICATION DELIVERED BY AXIAL TRAINING RTO 2437 CRICOS 03452C