CERTIFICATE II WORKPLACE SKILLS
(formally Certificate II Business)
Vocational Education & Training   CODE: VWP

QUALIFICATION: BSB20120 CERTIFICATE II 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 is a stand-alone qualification delivered on site at Meridan State College in a simulated work environment, which allows individuals to develop basic business skills and knowledge to prepare for work. This qualification 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. 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.

Student support services are available in accordance with the VET Subject Handbook.

DURATION & FUNDING
This course has been designed to be delivered and assessed within a 12month period. Please refer to the College website for subject costs.

COURSE UNITS
To attain a Certificate II in Workplace Skills, **ALL** 10 units must be achieved:

Core Unit (5 UNITS)		Elective Units: (5 UNITS)	
BSBCMM211	Apply communication skills	BSBTWK201	Work effectively with others
BSBOPS201	Work effectively in business environments	BSBTEC202	Use digital technologies to communicate in a work environment
BSBPEF202	Plan and apply time management		
BSBSUS211	Participate in sustainable work practices	BSBCRT201	Develop and apply thinking and problem- solving skills
BSBWHS211	Contribute to the health and safety of self and others	BSBTEC203	Research using the internet
		BSBTEC201	Use business software applications

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;   Practical Activities;   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. Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course. A Statement of Attainment will be issued for the completion of any successfully completed units of competency, should the full qualification not be successfully achieved.

SPECIAL REQUIREMENTS
- **No student may enrol in this course without a valid USI.**
- Due to the technological requirements of this course, participation in the College BYOx programme is encouraged.

CAREER OPPORTUNITIES & PATHWAYS
Articulation into:
BSB30120 Certificate III Business
BSB40120 Certificate IV 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 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."