

BSB20120 Certificate II in Workplace Skills



Jobs & Skills WA

Courses subsidised by the Government of Western Australia Department of Training and Workforce Development

Eligibility criteria apply *

Possible Job Outcomes

Receptionist
Clerical Officer
Office Assistant
Legal Receptionist
Data Entry Operator
Administration Officer
Information Desk Clerk
Administrative Assistant



COURSE DESCRIPTION

Are you business minded? If you are, enrol in this nationally recognised training. This **BSB20120 Certificate II in Workplace Skills** qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context.

ENTRY REQUIREMENTS

- USI (Unique Student Identifier) Number
- Valid and current email address
- Initial skills assessment
- Police Check and/or Working with Children Check may apply. Please refer to Background Check guidelines fact sheet on our website**

In order to undertake this qualification, the learner commitment is expected to be at a minimum of 35 – 45 hours a week. This includes face to face classroom training hours, homework and self-study, work placement hours, assignment activities and assessment time.

The course generally runs for 12 weeks excluding holiday.

** For Traineeship / Apprenticeship programs, employer(s) are responsible for all relevant police checks.

WORK PLACEMENT

No work placement scheduled for this qualification

LEARNING OUTCOMES

- Customer Service
- Problem solving
- Time Management
- Teamwork
- Using business software applications

For further details and/or information such as learner fees, support structures, eligibility and more, please do not hesitate to contact us on 1300 361 343 where you will speak directly with one of our experienced training coordinators, or visit our website on www.reachfortraining.com.au/govt-subsidised-programs

CENTRELINK APPROVAL NUMBER 2P728

CORE UNITS – 5

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 UNITS - 5

BSBCRT201	Develop and apply thinking and problem-solving skills
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBOPS203	Deliver a service to customers
BSBTWK201	Work effectively with others

LEARNER FEES – JOBS & SKILLS WA

* The Student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

For more information on fees and eligibility, visit www.jobsandskills.wa.gov.au

Non-concession	\$1439.60
Concessional	\$433.65
School Aged	\$420

PAYMENT PLAN AVAILABLE

REACH for Training also offers fee-for-service option for learners, who are not eligible for government subsidised training. Please contact us for more information.



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