

Certificate I in Workplace Skills

 **Designer Life**
EMPLOYMENT • TRAINING • CAREERS



REGISTER NOW!

**FUNDING
OPTIONS
AVAILABLE***
CONTACT US TO
CHECK YOUR
ELIGIBILITY

Are you looking for a career in business? This course will help you with developing the necessary skills in preparation for work in a range of entry level administrative positions or for further study.

This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

QUALIFICATION

BSB10120

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CAREER OPPORTUNITIES

Administration assistant, Clerical worker, Data entry operator, Information desk clerk, Office junior, Receptionist

ENTRY REQUIREMENTS

- No formal entry requirements
- Students enrolling online must have access to an internet connected computer with webcam and microphone, PDF reader, and word processing software

COURSE FEE

\$900

*You may be eligible for government subsidised training. Contact us for more information and eligibility check.

TOTAL COURSE UNITS – 6

2 CORE UNITS

- BSBOPS101** Use business resources
BSBPEF101 Plan and prepare for work readiness

4 ELECTIVE UNITS

- BSBOPS201** Work effectively in business environments
BSBPEF202 Plan and apply time management
BSBTWK201 Work effectively with others
BSBWHS211 Contribute to the health and safety of self and others



DATA SOURCE: ^ www.myskills.gov.au 2022

For more information visit www.designerlife.com.au | Call (07) 3333 2055 or email info@designerlife.com.au

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