

Certificate II in Workplace Skills



REGISTER NOW!

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

Gain essential office skills to start your career. You will learn procedures in business including becoming proficient in office technology, communicating with customers, clients, and developing your writing skills.

This 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. Individuals in these roles generally work under direct supervision.

The qualification provides a pathway to work in a diverse range of businesses.

TOTAL COURSE UNITS – 10

5 CORE UNITS

- 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

5 ELECTIVE UNITS

- 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

QUALIFICATION

BSB20120

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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

\$1200

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



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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