

Certificate II in Workplace Skills

BSB20120

 **Designer Life**
EMPLOYMENT • TRAINING • CAREERS

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 and 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

^ As course completion is based on the determination of competency, the total time taken to complete the course will vary based on the student's cohort and their existing skills and knowledge.



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 and spreadsheet software



TRAINING DELIVERY

- Face to Face Classes, Self paced
- OR
- Online with our skilled trainers



COURSE DURATION

- Up to 6 months[^]



CAREER OPPORTUNITIES

- Administration assistant
- Clerical worker
- Data entry operator
- Office junior
- Receptionist



COURSE FEE
\$ 1200



PLEASE NOTE: Some courses have entry requirements, additionally not all courses are available at all Designer Life locations. Please speak with our enrolment team or check out our website for more information prior to enrolment.

REGISTER NOW!

