

BSB20120

Certificate II in Workplace Skills



Location

Trainers available throughout Western Australia to train and assess your course.



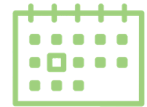
Mode

Available online, face to face and workplace-based training and assessment.



Duration

Course duration is dependant on method of delivery



When

Contact our team on 1300 767 454 to commence your training enrolment.

Is this course for me?

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

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.

Career Opportunities

This course has a variety of career opportunities and is applicable to a diverse range of roles in the business services industry:

- Administration Assistant
- Receptionist
- Office Assistant
- Clerical Worker
- Data Entry Operator

Entry Requirements

There are no set pre-requisites for entry into this qualification however you must:

- Show satisfactory level of language and literacy skills, which will be established at the time of enrolment
- Have a genuine interest in the business services industry

Core Competencies

There are 10 units required to be completed in this qualification, 5 core units and 5 elective units. The course structure is made up of the following:

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

Elective Units

BSBDAT201	Collect and record data
BSBPEF201	Support personal wellbeing in the workplace
BSBTEC201	Use business software applications
BSBTWK201	Work effectively with others
SIRXCEG002	Assist with customer difficulties

Now Taking Expressions of Interest

If you would like to lodge an expression of interest for this course, please contact admin@cartectraining.com.au

Phone: 0431 870 311

Email: admin@cartectraining.com.au

Website: www.cartectraining.com.au



Apply Now.

If you are ready to enrol, please contact our office or visit our website to get started.

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**LOWER FEES
LOCAL SKILLS**

