

## BSB20120 Certificate II in Workplace Skills

Are you looking for a career working in the Business Services Industry?

**Baldivis**  
Secondary College



This qualification is designed to prepare students for work in office based entry-level positions.

It is also an ideal opportunity to learn and develop skills in the Microsoft suite of products, which can be used for further study and **any** job requiring the use of business related software products. This course is an excellent foundation course for learning how to create, communicate and share business related forms and documents. The skills learned are applicable across many industries, including but not limited to: Business, Hospitality, Retail, Healthcare and Administration.

### Job opportunities

Possible job roles include:

- Administration Assistant
- Clerical Worker
- Office Junior
- Receptionist



For more information please use your free account and login at <http://www.myfuture.edu.au/> or <http://www.myskills.gov.au>.

### Course Requirements

This course is aimed at Year 11 and 12 students. Ten (10) units must be completed, five (5) of which are core unit and five (5) electives.

### More Information

Contact the Curriculum Team Leader in the Humanities and Social and Social Sciences department at the College on 9523 3600.

### Units of Competency studied in this course

#### Core Units

- BSBWHS211 Contribute to the health and safety of self and others.
- BSBCMM211 Apply communication skills.
- BSBOPS201 Work effectively in business environments.
- BSBPEF202 Plan and apply time management.
- BSBSUS211 Participate in sustainable work practices.

#### Elective Units

- BSBTEC202 Use digital technologies to communicate in a work environment.
- BSBTEC203 Research using the internet.
- BSBTEC201 Use business software applications.



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BSBPEF101 Plan and prepare for work readiness.

BSBCRT201 Develop and apply thinking and problem solving skills.

## Further Study Opportunities

**Possible job pathways include, but are not limited to the following:**

### Certificate III level

BSB30120 Certificate III Business (Administration)	Accounts Clerk/General Clerk Accounts Payable Clerk
BSB30315 Certificate III in Micro Business Operations	Independent Contractor
BSB30120 Certificate III in Business (Administration Medical)	Junior Medical Administrator
BSB30320 Certificate III in Legal Services	Junior Legal Receptionist
BSB30420 Certificate III in Library and Information Services	Library Assistant
BSB30719 Certificate III in Work Health and Safety	Work Health and Safety Support

### Certificate IV level

BSB40120 Certificate IV Business (Administration)	Executive Personal Assistant Office Administrator
BSB40120 Certificate IV in Business	Administrator Project Officer
BSB40615 Certificate IV Business Sales	Sales Accountant Assistant Sales Agent
BSB40312 Certificate IV Customer Engagement	Team Leader (Contact Centre)
BSB40520 Certificate IV in Leadership and Management	Workplace Supervisor
BSB40820 Certificate IV in Marketing and Communication	Advertising and Marketing
BSB42618 Certificate IV in New Small Business Management	Small Business Manager

### Diploma Level

BSB50415 Diploma of Business Administration	Administration Manager
BSB50210 Diploma of Business	Executive Officer
BSB50820 Diploma of Project Management	Project Manager
BSB50320 Diploma of Human Resources Management	Human Resources Officer/Manager