



BSB20120

Certificate II in Workplace Skills

ARE YOU READY TO WORK? ENSURE YOUR RESUME SHINES!

Get started in the business world and work on developing skills that are useful in all aspects of your working life. This entry level qualification is not only nationally accredited, but is a fun mix of foundational skills. If you're considering a job in business services or administration, this is for you. As you progress, you will carry out a range of procedural, clerical, administrative and operational tasks that require self-management and basic technology. This is a great place to start if you're preparing to begin your working life.



ENROL NOW to begin studying at your own pace as a mixed mode student. For information visit novaskill.com.au/ways-to-study. For traditional face-to-face classroom classes, contact us directly or visit novaskill.com.au/course-calendar

NSW Students: This training is subsidised by the NSW Government. For consumer protection information please visit <https://smartandskilled.nsw.gov.au/for-students> or please call 1300 772 104. **QLD Students:** This training is funded by the Queensland Government. **HGT Australia Ltd. | RTO 6996**



novaskill.com.au | 1300 885 680 | enquiries@novaskill.com.au | RTO 6996

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Course overview

Potential career outcomes

Upon successful completion of the qualification, career pathways may include, but are not limited to:

- Administration Assistant
- Receptionist
- Data Entry Clerk

Duration

Students are able to study full time, part time or with an employer as a traineeship for a maximum of 12 months for full time trainees or 24 months for part-time trainees.

Different Ways to Study

This course can be delivered face-to-face in a classroom, self-paced via correspondence, online or as a combination. For detailed information, please novaskill.com.au/ways-to-study.

Work Placement

This qualification does not require mandatory work placement. However, access to a workplace will provide a real life, on-the-job experience and the opportunity to practise what you learn. It is suggested that at least 40 hours of work simulation/ experience be undertaken.

Pre-Requisites

There are no specific pre-requisites for this course. Students may be required to undertake an initial pre-enrolment assessment to determine their suitability for this level of study.

Study Pathways

Graduates may choose to further their study through enrolment in BSB30120 Certificate III in Business.

Student Support

Friendly support, advice and assistance is provided by our teaching staff and Student Services Division to all students.

Units of Competency

Students complete 10 units.

Specialisations

This qualification may be achieved with different specialisations, if specific packaging rules are met. For more information, please ask for a copy of the Course Guide.

Price

The price for this qualification is based upon specific eligibility requirements and concessions may be available to some students. Please contact us for more details and a quote. Payment options may vary.

Your Qualification

Successful completion of this course will lead to a nationally recognised qualification in Australia, awarded by HGT Australia Ltd. trading as Novaskill RTO Code 6996.

More Information

Enrolment dates, pricing, study options, specific units of competency (subjects), and more can be found in our Course Guide or by contacting your local branch. Please visit..

novaskill.com.au/course-enquiry

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