

WORKPLACE SKILLS



Get ready for work

Have you been thinking about getting your first job? Wondering what to put on your resume to get your foot in the door? This course could be the perfect way to develop the skills and experience you need to succeed.

This class is all about building the essential skills that employers want, like customer service, communication, time management, technology, sustainability, wellbeing in the workplace and occupational health and safety.

These skills are perfect for working in entry-level position in any business. That might include working in sales or reception, becoming an office junior or administrative assistant, or helping customers.



What you need to bring:

Bring your own laptop or tablet if possible.



Why VET delivered to secondary students?

Get a head start with hands-on experience AND gain a qualification that can form the foundation of your career!

Qualification:

BSB20120 Certificate II in Workplace Skills

Duration:

One year

Location:

CCG Warragul and Leongatha campuses

VET DELIVERED TO SECONDARY STUDENTS

www.ccg.asn.au/vdss

RTO:4181



CCG

Community College Gippsland

**A VDSS
Certificate II in
Workplace Skills
qualification can
lead to:**



**Further
training**



Employment



Traineeship

Qualification: BSB20120 Certificate II in Workplace Skills

Duration: One year

Location: CCG Warragul campus

Course content		Hours
BSBCMM211	Apply communication skills	40
BSBOPS201	Work effectively in business environments	30
BSBPEF202	Plan and apply time management	20
BSBSUS211	Participate in sustainable work practices	20
BSBWHS211	Contribute to the health and safety of self and others	20
BSBPEF201	Support personal wellbeing in the workplace	50
BSBTEC201	Use business software applications	60
BSBOPS203	Deliver a service to customers	40
SIRXPDK001	Advise on products and services	30
BSBTEC202	Use digital technologies to communicate in a work environment	20
Total		330

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