

BSB20115 CERTIFICATE II IN BUSINESS (OLD)			BSB20120* CERTIFICATE II IN WORKPLACE SKILLS (NEW)		
CODE	TITLE	CORE / ELECTIVE	CODE	TITLE	CORE / ELECTIVE
FNSACC313	Perform financial calculations	ELECTIVE			
BSBITU212	Create and use spreadsheets	ELECTIVE (L1)			
FNSFLT301	Be MoneySmart	ELECTIVE			
BSBWHS201	Contribute to health and safety of self and others	CORE	BSBWHS211	Contribute to the health and safety of self and others	CORE
BSBSUS201	Participate in environmentally sustainable work practices	ELECTIVE (L2)	BSBSUS211	Participate in sustainable work practices	CORE
BSBINM201	Process and maintain workplace information	ELECTIVE (L3)			
BSBCMM201	Communicate in the workplace	ELECTIVE (L4)	BSBCMM211	Apply communication skills	CORE
BSBITU213	Use digital technologies to communicate remotely	ELECTIVE (L5)	BSBTEC202	Use digital technologies to communicate in a work environment	ELECTIVE (B1)
BSBITU211	Produce digital text documents	ELECTIVE (L6)	BSBTEC201	Use business software applications	ELECTIVE (B2)
BSBWOR203	Work effectively with others	ELECTIVE (L7)	BSBTWK201	Work effectively with others	ELECTIVE (C)
BSBIND201	Work effectively in a business environment	ELECTIVE (L8)	BSBOPS201	Work effectively in business environments	CORE
BSBWOR202	Organise and complete daily work activities	ELECTIVE (L9)	BSBPEF202	Plan and apply time management	CORE
			BSBPEF302	Develop self-awareness	ELECTIVE (A1)
			BSBCRT201	Develop and apply thinking and problem solving skills	ELECTIVE (A2)

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**Pending release on training.gov.au (expected mid-Oct 2020) and Binnacle Training's addition to scope successful application thereafter.*

^ Elective units are subject to change prior to the commencement of the program.