

2024 EDITION

# BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

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

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and activities within the school community.

An excellent work readiness program where students develop a range of essential workplace skills.

## SKILLS ACQUIRED

- › Personal effectiveness
- › Communication in the workplace
- › Using digital technologies in business environments
- › Critical thinking and problem solving
- › Time management
- › Teamwork
- › Self-awareness
- › Workplace health and safety
- › Sustainability

## CAREER PATHWAYS



## WHAT DO STUDENTS ACHIEVE?

- › BSB20120 Certificate II in Workplace Skills (max. 4 QCE Credits)
- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED



**Binnacle**  
Training

RTO CODE 31319



1300 303 715  
admin@binnacletraining.com.au  
binnacletraining.com.au



# BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Registered Training Organisation:  
**Binnacle Training (RTO 31319)**

**Delivery Format:**  
1-Year Format

**Timetable Requirements:**  
1-Timetabled Line

**Units of Competency:**  
10 (5 Core Units, 5 Elective Units)

**Suitable Year Level(s):**  
Year 10 (or Year 11 or 12)

**Study Mode:**  
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**  
\$225.00 per person

**QCE Outcome:**  
Maximum 4 QCE Credits

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

TERM 1	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Plan and Apply Time Management</li> <li>› Self-Awareness</li> </ul>
	<b>PROJECTS</b>
	› Personal Effectiveness

TERM 2	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> <li>› Communication Skills</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Operate Safely in the Work Environment (Incident Role Play)</li> <li>› WHS Audit of the Go! Travel Office Space</li> <li>› Communication in the Workplace</li> </ul>

TERM 3	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Using Business Software Applications</li> <li>› Using Digital Technologies</li> <li>› Working Effectively with Others</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Travel Package Presentation</li> <li>› Travel Expert Team Games</li> </ul>

TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Critical Thinking Skills</li> <li>› Problem Solving</li> </ul>
	<b>PROJECTS</b>
	› Problem Solving at Go! Travel

UNITS OF COMPETENCY	
BSBPEF202	Plan and apply time management
BSBPEF302	Develop self-awareness
BSBWHS211	Contribute to the health and safety of self and others
BSBSUS211	Participate in sustainable work practices
BSBCMM211	Apply communication skills
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBOPS201	Work effectively in business environments
BSBTWK201	Work effectively with others
BSBCRT201	Develop and apply thinking and problem solving skills