



Wesley Vocational Institute

RTO Code 90091

BSB20120 – Certificate II Workplace Skills

Course details

Information session:	TBA based on numbers
Course Start Date:	August 2024 **Based on min numbers
Course duration:	6 Months
Face to face workshops:	Weekly
Locations:	Based on EOI (Newcastle, Maitland, Lake Macquarie, Central Coast)
Workplacement:	Minimum of 20 hours
Trainer/Assessor:	TBC

About the course

This qualification is suitable for individuals who are looking to enter the workforce by developing the necessary skills in preparation for work.

The qualification reflects the role of individuals in a variety of entry level Business Service roles.

Who should enrol

Individuals looking the to gain skills to enter into the workforce

Learning outcomes

Successful completion of this course will enable you to gain a nationally accredited qualification in an industry which offers a broad range of employment opportunities, in various business environments and organisations

Attendance, study load and student support

Individuals will be required to attend sessions 5 hours per week. Students to complete self-paced activities over the 9 month period.

Students are expected to undertake approximately 10-15 hours per week of self-directed learning activities, including individual research.

Work experience/placement

Students are required to complete a minimum of 20 hours work placement throughout the program. If the student is currently employed in business related role these employment hours will contribute to the 20 hours of work-placement.

Assessment

Assessment will include a range of written tasks and observation assessments within a simulated environment.

Entry requirements

Wesley Vocational Institute has set the following entry requirements for enrolment in this course:

- Satisfactory level of language, literacy and numeracy
- Access to a computer with MS suite or similar applications and reliable internet

Willingness to commit to the required study load over a 9 month period

Course fees

This training is subsidised by the NSW Government. Student fees may apply.

See www.smartandskilled.nsw.gov.au for further information and contact us to find out if you are eligible for fee concessions.

How to apply

Step 1: Please register your interest by contacting our Newcastle Office on 02 4915 3641 or email sally.whiteley@wesleymission.org.au or natalie.murphy@wesleymission.org.au

Step 2: WVI Course Advisor will provide you with your Smart and Skilled notification including student fee quote and payment options (if applicable)

Step 3: Complete mandatory Language, literacy and numeracy tool followed by the interview with the Trainer/Assessor

Step 4: Our local office will contact you with information to prepare you for your course

Enrolment documentation

1. Photo ID (e.g. driver's license and Medicare card)
2. Unique Student Identifier (USI) number (apply here usi.gov.au)
3. Proof of welfare status (if applicable)

Other important information

Participant numbers for this course are strictly capped to ensure optimal learning conditions. Please contact us on 02 4915 3641 if you have any questions.

BSB20120 - Certificate II Workplace Skills	
BSBCMM211 – Apply communication skills	BSBPEF302 – Develop self-awareness
BSBOPS201 – Work effectively in business environments	BSBTEC101 – Operate digital devices
BSBPEF202 – Plan and apply time management	BSBTEC203 – Research using the internet
BSBSUS211 – Participate in sustainable work practices	BSBPEF101 – Plan and prepare for work readiness
BSBWHS211 – Contribute to the health and safety of self and others	BSBTWK201 – Work effectively with others