

BSB20120
Certificate II in Workplace Skills (Release 2)



M2T TRAINING

RTO#46387

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M2T Training

Based in Canberra, M2T is a Registered Training Organisation offering nationally accredited training designed to drive individual career advancement and business success. Our programs help organisations upskill their teams and create clear pathways for professional and workforce development.

CERTII Workplace Skills

Our nationally accredited **Certificate II in Workplace Skills** equips individuals with essential workplace skills including; communication, teamwork, safety, and problem-solving whilst also helping businesses build capable, confident teams. Gain practical knowledge, boost your career, and support organisational growth with CERT II Workplace Skills.

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Core Units

Unit Code	BSBCM211	Apply communication skills
	BSBOPS201	Work effectively in business environments
	BSBPEF202	Plan and apply time management
	BSBUS211	Participate in sustainable work practices
	BSBWHS211	Contribute to the health and safety of self and others

Elective Units

Unit Code	BSBCRT201	Develop and apply thinking and problem-solving skills
	BSBTEC201	Use business software applications
	BSBTEC101	Operate digital devices
	BSBPEF101	Plan and prepare for work readiness
	BSBTWK201	Work effectively with others

Training Delivery

Training is delivered online with approximately 660 hours of study, depending on the learner's skills, knowledge and experience

Entry Requirements

There are no prerequisites required to enter this course. However, it is preferred that the students:

- Are 18 years of age and over
- Have successfully completed at least Australian high school year 10, or equivalent
- Must have access to a computer/laptop with internet access
- Have basic computer skills