



# BSB20120

## Certificate II in Workplace Skills

### Accredited courses

Inventorium RTO is an accredited training organisation that delivers courses in the Vocational Education and Training (VET) sector.

BSB20120 Certificate II in Workplace Skills

BSB30120 Certificate III in Business

BSB30220 Certificate III in Entrepreneurship and New Business

CHC34015 Certificate III in Active Volunteering

An information brochure is available for all courses on offer.



### Your own mentor

Inventorium RTO teachers are one-on-one mentors, providing personal, flexible support to help students gain confidence, practise skills, and reach their study goals faster. Inventorium RTO teachers are all highly experienced, qualified educators, with substantial industry experience who work to ensure the academic success of their students.



### Pathways into work

Inventorium RTO courses are designed to ensure that on completion, students are job ready. With one-on-one teaching, students can learn at their own pace, and develop the skills required to become an effective member of the working community. Inventorium RTO prepares students to step into the job they want. *English for the workplace* is also available for students.



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**DURATION:** 40 weeks

**COURSE DELIVERY STRUCTURE:** 10 units (4 weeks per unit)

**TOTAL HOURS OF STUDY:** 1200 hours

**STUDY MODE:** Online

**TARGET CLIENTS:** This program is designed for people seeking entry level positions in the workplace, and those seeking to better understand the Australian workplace.

**ENTRY REQUIREMENTS:**

- Must be at least 15 years of age at course commencement
- Successful completion of Australian year 9 or equivalent

**COURSE DESCRIPTION:**

The purpose of the course is to prepare people for employment in a supervised position in a workplace. The course will equip you with foundational skills so you can support a range of industries in entry level roles such as an office assistant. After completion of this course you may also decide to continue with further study to gain more specialised knowledge and skills.

**DEVELOP THESE SKILLS:**

- How to communicate effectively and positively
- How to manage your time to get tasks completed
- How to work effectively and safely within a business environment
- How to use digital devices and software applications in a business context
- How to provide customer service

**COURSE UNITS:**

BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of self and others
BSBPEF302	Develop self-awareness
BSBTEC101	Operate digital devices
BSBTEC201	Use business software applications
BSBTEC203	Research using the internet
BSBOPS304	Deliver and monitor a service to customers

### About Inventorium RTO

The Inventorium was designed by a group of academics, teachers and industry professionals to offer a new approach to education and skills development. We draw on industry expertise, a broad base of research and exceptional teaching to provide an outstanding online education experience.

