



MORE INFO



WORKPLACE SKILLS

Get ready for work

Have you been thinking about getting your first job?

This course could be the perfect way to develop the skills and experience you need to succeed.

This class is all about building the essential skills that employers want, like customer service, communication, time management, technology, sustainability, wellbeing in the workplace and occupational health and safety.

These skills are perfect for working in an entry-level position in any business. That might include working in sales or reception, becoming an office junior or administrative assistant, or helping customers.

What you need to bring:

- Bring your own laptop or tablet if possible.

Why VET delivered to secondary students?

- Get a head start with hands-on experience AND gain a qualification that can form the foundation of your career!

Qualification:

BSB20120

Certificate II in Workplace Skills

Duration:

One year

Location:

CCG Warragul campus

Dandenong campus

Pakenham (Toomah) campus

Pakenham Secondary College



CCG is a Registered Training Organisation (RTO No. 4181) and provides Nationally Recognised Training. Our training will provide you with a qualification that is recognised across Australia. This training is delivered with Victorian and Commonwealth Government funding.

**A VET Delivered to
Secondary Student
Certificate II
qualification can
lead to:**



Further training



Employment



Traineeship



Pre-apprenticeship

Qualification: BSB20120 Certificate II in Workplace Skills

Duration: One year

Location: CCG Warragul, Dandenong, Pakenham (Toomah) Campuses and Pakenham Secondary College

Course content		Hours
BSBCMM211	Apply communication skills	40
BSBOPS201	Work effectively in business environments	30
BSBPEF202	Plan and apply time management	20
BSBSUS211	Participate in sustainable work practices	20
BSBWHS211	Contribute to the health and safety of self and others	20
BSBPEF201	Support personal wellbeing in the workplace	50
BSBTEC201	Use business software applications	60
BSBOPS203	Deliver a service to customers	40
SIRXPDK001	Advise on products and services	30
BSBTEC202	Use digital technologies to communicate in a work environment	20
Total		330

VET DELIVERED TO SECONDARY STUDENTS

www.ccg.asn.au/vdss



CCG

Community
College
Gippsland