

BSB20120 Certificate II in Workplace Skills

Aspire Performance Training offers BSB20120 CERTIFICATE II IN WORKPLACE SKILLS to individuals employed in a variety of Business Services job roles.

Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They may also provide technical advice and support to a team.

Our **school-based traineeships** provide students commencing year 11 with the opportunity to gain on the job experience and develop workplace skills all while getting paid! Students will usually attend the workplace 2 days per week and will complete a qualification which contributes towards their WACE.

Many of our students go on to be offered further employment contracts or traineeship opportunities upon successful completion of year 12.

We partner with many schools and employers and offer qualifications in government and workplace skills.

School staff will need to start the process of the training contract sign up with their preferred AASN provider as well as their enrolment with Aspire towards the end of year 10, to begin in year 11.

This qualification requires that 10 units be achieved. Where only some units of competency are achieved, a statement of attainment will be issued.

The units of competency that make up this qualification are: **5 core units** and **5 elective units**.

National Code	National Title	
BSBCMM211	Apply communication skills	Core
BSBOPS201	Work effectively in business environments	Core
BSBPEF202	Plan and apply time management	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBWHS211	Contribute to the health and safety of self and others	Core
BSBPEF201	Support personal wellbeing in the workplace	Elective - A
BSBTEC201	Use business software applications	Elective - B
BSBTEC202	Use digital technologies to communicate in a work environment	Elective - B
BSBPEF101	Plan and prepare for work readiness	Elective - C
BSBTWK201	Work effectively with others	Elective - C

It is highly recommended that participants also view www.training.gov.au for detailed information on training packaging arrangements.

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INVESTMENT

BSB20120 Certificate II in Workplace Skills	
Full Fee Cost	\$3,000
Funded - Concession	\$257.05
Funded – Non-Concession	\$861.25

*The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as Student service and resource fees.

NEXT STEPS

For any questions or communication regarding enrolments:

- **Phone:** (08) 6460 0965
- **Email:** enrolments@aspirept.com.au