

**School Delivered
VET courses**



Workplace Skills

This course will provide you with essential workplace skills such as communication, teamwork, time management, problem-solving, and using digital technology. It is suited to students looking to develop practical, job-ready skills for employment in business and administration.

Is this course right for me?

Workplace Skills reflects the role of individuals in entry-level business services positions, where they perform routine administrative, clerical, or operational tasks. These roles require basic practical skills, self-management, and the use of workplace technologies, typically under direct supervision.

Where can this course take me?

The job roles that relate to this qualification may include:

- Office Junior
- Clerical/Administration Assistant
- Data Entry Operator

This course can lead to further study, such as:

- BSB30120 Certificate III in Business
- BSB50120 Diploma of Business

Related subjects

- Legal Studies
- Business Studies
- Information and Digital Technology

Credential Available	Full Certificate
Course code/name	BSB20120 Certificate II in Workplace Skills
ATAR eligible	No
Mandatory placement hours	Optional work placement - A minimum of 35 hours is recommended for the 180 hour course.
SBAT available	Yes (180 only)
Specialisation required for full qualification	Yes - 180 hour course



For more information contact your VET Coordinator / Careers Adviser, or visit our Internet site:
www.education.nsw.gov.au/school-delivered-vet