

# BSB20120 Certificate II in Workplace Skills



**OCTEC** LIMITED  
**TRAINING  
SERVICES**

RTO Number 90142

## About the course:

This course provides students with the information technology skills and general business skills that are useful in any industry and most job roles. This qualification also reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work.

## Delivery Mode:

Classroom Training, Online Training and Work Based Training. All programs include self-directed learning.

## Entry Requirements:

Students must have access to a computer, stable internet connection and a working microphone and camera (online programs only).

## How long will my training program run?

All students have up to 12 months to complete their qualification. Specific course schedules will be provided prior to enrolment for each program.

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### Unit Selection:

BSBSUS211	Participate in sustainable work practices	CORE
BSBCMM211	Apply communication skills	CORE
BSBOPS201	Work effectively in business environments	CORE
BSBPEF202	Plan and apply time management	CORE
BSBWHS211	Contribute to the health and safety of self and others	CORE
BSBPEF201	Support personal wellbeing in the workplace	ELECTIVE
BSBOPS304	Deliver and monitor a service to customers	ELECTIVE
BSBOPS303	Organise schedules	ELECTIVE
BSBTWK201	Work effectively with others	ELECTIVE
BSBTEC202	Use digital technologies to communicate remotely	ELECTIVE



**1800 045 370**  
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**[training@octec.org.au](mailto:training@octec.org.au)**



### Student Fees:

The price for this qualification is based on specific eligibility requirements and/or concessional evidence. Subsidies may be available to individuals. We have a range of payment options on offer, and the potential for state funding. Please contact us for more information.

First qualification	\$880
Subsequent qualification	\$1050
Traineeship	\$0
Concession	\$160
Exemption	\$0
Fee-for-Service	\$3500

### Smart and Skilled Availability in NSW:

OCTEC Limited can deliver this qualification via Smart and Skilled funding available for eligible participants. Enrolling students will need to meet the eligibility requirements listed on [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

This training is subsidised by the NSW Government

### Eligibility for Training:

- Students will need to complete a Language, Literacy and Numeracy (LLN) test, and achieve the appropriate ACSF LLN level for this qualification.
- Able to provide a Unique Student Identifier (USI).
- Evidence of Citizenship, Australian Permanent Residency, Humanitarian Visa holder or NZ Citizen.

### Additional information

This flyer provides basic information about this program. For full details of this program, and the service that OCTEC Training Services provides, please refer to our Learner Handbook.

**Students must review the Learner Handbook before enrolling into this program.**

**For further details and information, please contact OCTEC Training Services.**



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