



# Certificate II in Workplace Skills

BSB20120



## ESSENTIAL BUSINESS SKILLS WITH A CUSTOMER FOCUS FOR THOSE STARTING OUT IN OFFICE WORK

The Certificate II in Workplace Skills will give you the essential work skills needed to start a career in an office or business environment. Learn how to prioritise work tasks, help customers and work safely in a business environment.

### Let's Get Started

This qualification suits those with no prior office or business experience. Our Student Advisers have helped people of all ages to learn the skills, and develop the confidence, to start their office or business career. Learn the foundation skills of managing time, prioritising and working safely.

### Subject Choices

- Being Effective at Work
- Workplace Communication Essentials
- Being Safe at Work
- Sustainable Work Practices
- Essential Service Skills

### Key Course Facts



Start and study anytime



24/7 access to courses



Dedicated student adviser

For more details and current fees please visit our [Certificate II in Workplace Skills](#) page.