

2025 EDITION

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles.

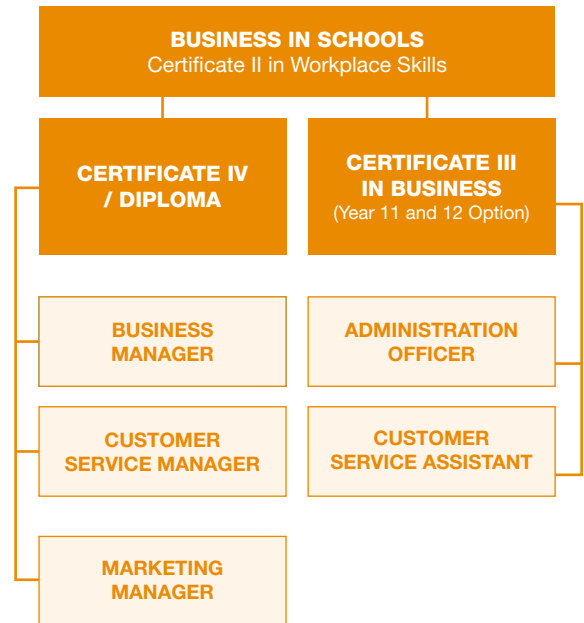
The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and activities within the school community.

An excellent work readiness program where students develop a range of essential workplace skills.

SKILLS ACQUIRED

- › Personal effectiveness
- › Communication in the workplace
- › Using digital technologies in business environments
- › Critical thinking and problem solving
- › Time management
- › Teamwork
- › Self-awareness
- › Workplace health and safety
- › Sustainability

CAREER PATHWAYS



WHAT DO STUDENTS ACHIEVE?

- › BSB20120 Certificate II in Workplace Skills (max. 4 QCE Credits)
- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED



Binnacle
Training

RTO CODE 31319



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BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
1-Year Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
10 (5 Core Units, 5 Elective Units)

Suitable Year Level(s):
Year 10 (or Year 11 or 12)

Study Mode:
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

Cost (Fee-For-Service):
\$225.00 per person

QCE Outcome:
Maximum 4 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Business Services Industry › Introduction to Entrepreneurship and Business › Introduction to Personal Finances
	PROJECTS
	<ul style="list-style-type: none"> › Research Business Topics

TERM 2	TOPICS
	<ul style="list-style-type: none"> › Research Topics and Group Presentation › Workplace Health and Safety › Sustainable Work Practices
	PROJECTS
	<ul style="list-style-type: none"> › Group Presentation › WHS Processes at the 'Go! Regional' Travel Expo

TERM 3	TOPICS
	<ul style="list-style-type: none"> › Working in a Business Environment › Time Management
	PROJECTS
	<ul style="list-style-type: none"> › Developing Teamwork in the Workplace

TERM 4	TOPICS
	<ul style="list-style-type: none"> › Inclusive Work Practices › Workplace Communication
	PROJECTS
	<ul style="list-style-type: none"> › Inclusivity and Communication in the Workplace

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

UNITS OF COMPETENCY	
BSBPEF202	Plan and apply time management
BSBPEF201	Support personal wellbeing in the workplace
BSBWHS211	Contribute to the health and safety of self and others
BSBSUS211	Participate in sustainable work practices
BSBCMM211	Apply communication skills
BSBTEC201	Use business software applications
BSBTEC203	Research using internet
BSBOPS201	Work effectively in business environments
BSBTWK201	Work effectively with others
BSBWHS311	Assist with maintaining workplace safety