



VET Delivered to Secondary Students (VETDSS) **Certificate II in Workplace Skills (BSB20120)**

About the course

With this course students will be prepared for the professional world. They will receive guidance on creating appropriate resumes and cover letters and learn skills relating to customer service, workplace health and safety, time management, effective communication, and proficiency in basic office computer applications.

With possible employment outcomes of an Administration officer or Administrative Assistant

This course can be structured to span over the entire school year, during which the student will be awarded Certificate II in Workplace Skills. Students will be guaranteed a minimum of 180 nominal hours, encompassing units 1 & 2 of VCE.

This course can also be a direct pathway into a Certificate III in Business or Certificate III in Information Technology at Integrity or a pathway into a SBAT program.

Classes

Integrity Business College provides VETDSS courses through our online virtual platform, Microsoft Teams. Classes will be run **fortnightly** for three hours (9.30am – 12.30pm or 1pm – 4pm) Please get in touch with our team to confirm which days are available

Year 1 (Units 1 & 2) – non scored.	
<ul style="list-style-type: none"> • BSBPEF101 - Plan and Prepare for work readiness 	<ul style="list-style-type: none"> • BSBTEC203 - Research using the Internet
<ul style="list-style-type: none"> • BSBPEF201 - Support Personal Wellbeing in the Workplace 	<ul style="list-style-type: none"> • BSBPEF202 - Plan and Apply Time Management
<ul style="list-style-type: none"> • BSBTEC202 - Use digital technologies to communicate in a work environment 	<ul style="list-style-type: none"> • BSBTEC201 - Use Business Software Applications
<ul style="list-style-type: none"> • BSBCMM211 - Apply Communication Skills 	<ul style="list-style-type: none"> • BSBOPS201 - Work Effectively in Business Environments
<ul style="list-style-type: none"> • BSBWHS211 - Contribute to Health and Safety of self and others 	<ul style="list-style-type: none"> • BSBSUS211 - Participate in Sustainable Work Practices

The course's annual pricing will amount to **\$1995**, and no additional material costs will apply.

***To enquire, please feel free to contact us on [1300 731 451](tel:1300731451), or via our**

[VETDSS Expression of Interest form](#) – on our website

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