



School-based apprenticeships and traineeships

BSB20120

Certificate II in Workplace Skills



6 – 12 months



On the Job Delivery



Up to 4 credits towards
your QCE



Proud to be a Queensland Government
subsidised training provider

Modern businesses are not just about boring paper jobs!

Use this BSB20120 - Certificate II in Workplace Skills to gain knowledge about the engine that drives the world, and then take your skills off the page and put them towards an exciting career!

Course Delivery

The BSB20120 - Certificate II in Workplace Skills is delivered over 6 – 12 months. Trainers will deliver training at school and/or on the job with regular workplace visits.

Entry Requirements

- ✓ School Principal or authorised representative, must support and give approval for the SAT
- ✓ Some training and/or work must take place during school hours
- ✓ The employer, student and parent (if applicable and appropriate) must commit to the minimum paid work requirements
- ✓ The consent of the parent of guardian (if applicable and appropriate) is required where the student is under the age of 18

Eligibility Criteria

- ✓ Student currently attending school (Years 10, 11 or 12)
- ✓ Student progressing towards the attainment of a QCE or equivalent and a vocational qualification

Career Pathways



Data Entry Operator



Receptionist



Customer Service
Advisor



Payroll Officer

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BSB20120

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Course Requirements

To achieve a BSB20120 - Certificate II in Workplace Skills 10 units must be completed including 5 core units and 5 elective units.

Core Units:

BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to health and safety of self and others

Elective Units - General Stream:

BSBPEF201	Support personal wellbeing in the workplace
BSBTEC101	Operate digital devices
BSBTEC201	Use business software applications
BSBTWK201	Work effectively with others
SIRXCEG002	Assist with customer difficulties



User Choice Program

Under the User Choice program, the Queensland Government provides a public funding contribution towards the cost of training for eligible Queensland apprentices and trainees.

Aurora Training Institute is a Skills Assure Supplier under this program for the delivery of this Certificate III qualification as a traineeship pathway for new and existing employees.

Students attending school have only one opportunity for funding as a school-based apprentice or trainee under the User Choice Program.

For more information on the User Choice program visit the [Queensland Government](http://www.desbt.qld.gov.au/training) website at www.desbt.qld.gov.au/training.

Co-Contribution Fee

When studying a School-based apprenticeship or traineeship you are exempt from paying co-contribution fees under the User Choice program whilst still at school but may be required to pay fees if the training contract is converted to full-time or part-time. Aurora Training Institute may advise you if exemptions apply.

The Co-Contribution Fee under the User Choice program is dependent on the elective choice. Fees are paid at a rate of \$1.60 per nominal hour. This fee represents the total cost to the student to enrol, undertake training and be awarded the qualification.

The contribution fee may be paid on behalf of the student by their employer or a third party unrelated to Aurora Training Institute.