



Wesley Vocational Institute (WVI)

RTO Code 90091

BSB20120 - Certificate II Workplace Skills

Course details

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|-------------------------|-------------------------|--------------------------|-------------------------|
| Course Start: | 2025 (Based on numbers) | Work experience: | Minimum 20+ hours |
| Course Duration: | 6 months | Trainer/Assessor: | Kellie Donnelly |
| Location: | Grafton/Coffs Harbour | Delivery: | In person, 1 day a week |

Course Overview

This qualification equips individuals with foundational skills for entry-level roles across the business services sector. Graduates of this course are offered an extended study pathway into the Certificate III in Business, with 2-unit credits applied to shorten the duration of this additional training.

What you need to succeed

- A personal laptop & reliable internet access.
- Ability to attend in person training, 1 day a week.
- Ability to engage in 20+ hours work placement.

Summary of Units

| Core Units | Elective Units |
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| BSBCMM211 – Apply communication skills | BSBPEF201- Support personal wellbeing in the workplace |
| BSBOPS201 – Work effectively in business environments | BSBTEC101 – Operate digital devices |
| BSBPEF202 – Plan and apply time management | BSBTEC203 – Research using the internet |
| BSBSUS211 – Participate in sustainable work practices | BSBPEF101 – Plan and prepare for work readiness |
| BSBWHS211 – Contribute to the health and safety of self and others | BSBTWK201 – Work effectively with others |

**Elective units of competency are subject to change dependant on industry need.

Register your interest

- Email training@wesleymission.org.au to request the enrolment pack
- Complete the EOI form via this link [WVI Expression of Interest Form](#) (or scan the QR code)

