



# Certificate II in Workplace Skills

National ID: BSB20120 | State ID: BFT1

When you complete this course you will have the skills and knowledge to carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills.

## **Gain these skills:**

- general office administration, including word processing and spreadsheets
- workplace health and safety
- workplace communication

## **Your qualification prepares you for roles such as:**

Clerical and Administrative Worker

Further Study Option(s)

Certificate III in Business

Certificate IV in Business

[Apply now](#)



## Course Overview



Location	Duration	Competitive	Selection criteria
Esperance	One semester	No	No selection criteria
Katanning	One semester	No	No selection criteria
Manjimup	One semester	No	No selection criteria