



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

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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