

Certificate I in Workplace Skills

BSB10120

 **Designer Life**
EMPLOYMENT • TRAINING • CAREERS

Are you looking for a career in business?

The Certificate I in Workplace Skills course will help you to develop the necessary skills in preparation for work in a range of entry level administrative positions or for pursuing further studies.

This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

TOTAL COURSE UNITS – 6

2 CORE UNITS

- BSBOPS101** Use business resources
- BSBPEF101** Plan and prepare for work readiness

4 ELECTIVE UNITS

- BSBOPS201** Work effectively in business environments
- BSBPEF202** Plan and apply time management
- BSBTWK201** Work effectively with others
- BSBWH211** Contribute to the health and safety of self and others

^ As course completion is based on the determination of competency, the total time taken to complete the course will vary based on the student's cohort and their existing skills and knowledge.



ENTRY REQUIREMENTS

- No formal entry requirements
- Students enrolling online must have access to an internet connected computer with webcam and microphone, PDF reader, and word processing and spreadsheet software



TRAINING DELIVERY

- Face to Face Classes, Self paced
- OR
- Online with our skilled trainers



COURSE DURATION

- Up to 6 months ^



CAREER OPPORTUNITIES

- Administration assistant
- Clerical worker
- Data entry operator
- Information desk clerk
- Office junior
- Receptionist



COURSE FEE
\$ 900



PLEASE NOTE: Some courses have entry requirements, additionally not all courses are available at all Designer Life locations. Please speak with our enrolment team or check out our website for more information prior to enrolment.

REGISTER NOW!

