



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 |