



# Certificate II in Workplace Skills

National ID: BSB20120 | State ID: BFT1

When you complete the Certificate II in Business you'll have the skills to get your foot in the door in a clerical or administrative role in a broad range of workplaces.

## **Gain these skills:**

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

Full-time is equivalent to two days a week this includes one day spent in a simulated business.

Your qualification prepares you for roles such as:

Clerical and Administrative Worker

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## Course Overview



Location	Duration	Competitive	Selection criteria
Mandurah	One semester	No	No selection criteria



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Bunbury	One semester	No	No selection criteria
Esperance	One semester	No	No selection criteria
Manjimup	One semester	No	No selection criteria