

# Unlock Your Potential in Business Services

## Develop Essential Skills for Entry-Level Roles

### BSB20120 Certificate II in Workplace Skills

Looking to kickstart your career in Business Services? Our comprehensive qualification will equip you with the skills and knowledge to excel in a variety of entry-level roles. Learn to perform routine tasks with confidence and efficiency, from managing documents to utilizing essential software. Gain a competitive edge and open doors to exciting opportunities.

#### Units of competency:

BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of others
BSBPEF201	Support personal wellbeing in the workplace
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBOPS203	Deliver a service to customers
BSBTWK201	Work effectively with others

- ✓ Focus on practical, procedural, clerical, administrative, and operational tasks
- ✓ Strong emphasis on self-management and technology skills
- ✓ Hands-on experience in a real-world context, you'll be well-prepared to tackle the challenges of the modern business environment.

**Don't miss this chance to unlock your potential!**

We are based in three convenient locations around Tasmania.

Hobart

1 Bowen Rd  
PO Box 447  
Moonah TAS 7009

Launceston

26 Elizabeth St  
PO Box 5500  
Launceston TAS 7250

Devonport

56 Oldaker St  
Devonport TAS 7310

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BEFORE  
31 DEC  
2023**