

CERTIFICATE II IN WORKPLACE SKILLS



WAYS YOUTH TRAINING - PATHWAYS TO YOUR CAREER

Smart & Skilled: JobTrainer

This course has been designed for individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. You will learn a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills

CAREER OPPORTUNITIES

Clerical officer
Customer service officer
Payroll officer
Program administrator
Word processing officer

April-June 2024

422 Oxford Street, Tiffany Plaza, Bondi Junction, 2022

QUALIFICATION DESCRIPTION

This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

CAREER PATHWAYS

Inquiry Clerks and Receptionists, responding to requests for information, and receive and greet people

Data entry/Registry Clerks, processing and handling information and documents to maintain access to and security of database and record management systems

Clerical and Office Workers, producing documents, processing customer complaints, providing telephone service information

COURSE UNITS

BSBPEF202- PLAN AND APPLY TIME MANAGEMENT
BSBPEF101- PLAN AND PREPARE FOR WORK READINESS
BSBTWK201- WORK EFFECTIVELY WITH OTHERS
BSBOPS201- WORK EFFECTIVELY IN BUSINESS ENVIRONMENTS
BSBTEC202- USE DIGITAL TECHNOLOGIES TO COMMUNICATE IN A WORK ENVIRONMENT
BSBFIN301- PROCESS FINANCIAL TRANSACTIONS
BSBPEF201- SUPPORT PERSONAL WELLBEING IN THE WORKPLACE
BSBDAT201- COLLECT AND RECORD DATA
BSBWHS211- CONTRIBUTE TO THE HEALTH AND SAFETY OF SELF AND OTHERS
BSBSUS211- PARTICIPATE IN SUSTAINABLE WORK PRACTICES

*Units may be subject to change

THE COURSE ALSO INCLUDES

- Career guidance and working on individual strengths
- Assistance with preparing and looking for work
- Help with developing resume, cover letter and interview skills
- One on one tutoring where required
- Links to support services
- Student focused small classes
- Individual learning plans
- Goal setting

WHO ARE WAYS YOUTH TRAINING?

WAYS Youth Training (WYT) is a Registered Training Organisation (RTO) that specialises in interactive and practical courses for young people with a high completion rate.

- Smart & Skilled: Check your eligibility for Job-Trainer/Scholarship courses.
- Smaller interactive classes that are customised to your individual needs and learning style with a high completion rate.



WAYS YOUTH TRAINING RTO 90114
THIS TRAINING IS SUBSIDISED BY THE NSW GOVERNMENT

ADDRESS: TIFFANY PLAZA, 422 OXFORD STREET, BONDI JUNCTION, 2022

P: 0405 074 617 E: training@ways.org.au W: www.ways.org.au