

WORKPLACE SKILLS AND BUSINESS

WORKPLACE SKILLS

CERTIFICATE II

BSB20120

This course is for you if you're at the start of your business world career. Learn skills in the key areas of marketing, customer service, team development, and project management.

24 WEEKS COURSE AT 20 HOURS PER WEEK

BUSINESS

CERTIFICATE IV

BSB40120

Take your skills to the next level in marketing, customer service, team development, and project management. Build your strong analytical and problem-solving techniques to further your career up the ranks.

40-44 WEEKS COURSE AT 20 HOURS PER WEEK

BUSINESS (DIGITAL TRANSFORMATION)

DIPLOMA

BSB50120

Learn practical digital skills that are used and needed in many fields, including social media, advertising, email marketing, SEO, content creation and more. Discover how to utilise business data to create effective strategies, enhancing your career, value and earning potential.

52 WEEKS COURSE AT 20 HOURS PER WEEK

PREPARE FOR A
SUCCESSFUL
CAREER IN
THE **BUSINESS**
WORLD



I enjoy that the course is flexible and relaxed, and that I was assigned a great lecturer. I can discuss the lessons/information without being pressured. I'm currently working part-time in a fashion retail company in the city and this course helped me to expand my connection with people and communication skills.

ESPERANZA | **DIPLOMA OF
BUSINESS**

CAREER OPPORTUNITIES:

- ADMINISTRATIVE ROLES
- COORDINATOR/MANAGER ROLES
- PROJECT OFFICER
- BUSINESS DEVELOPMENT MANAGER
- PROGRAM COORDINATOR



WHAT WILL YOU LEARN?

The Certificate II in Workplace Skills is designed to equip you with the basic skills to begin a successful career in business in an English-speaking country. You will learn to communicate in the workplace and produce digital workplace documents. Gain business knowledge and extends your skills with our Certificate IV in Business so that you can learn the basics of successfully contributing in a business environment. You will learn to implement customer service strategies and basic leadership skills.

CERTIFICATE II IN WORKPLACE SKILLS		CERTIFICATE IV IN BUSINESS	
BSBWHS211	CONTRIBUTE TO THE HEALTH AND SAFETY OF SELF AND OTHERS (CORE)	BSBCRT411	APPLY CRITICAL THINKING TO WORK PRACTICES (CORE)
BSBSUS211	PARTICIPATE IN SUSTAINABLE WORK PRACTICES (CORE)	BSBTEC404	USE DIGITAL TECHNOLOGIES TO COLLABORATE IN A WORK ENVIRONMENT (CORE)
BSBCMM211	APPLY COMMUNICATION SKILLS (CORE)	BSBTWK401	BUILD AND MAINTAIN BUSINESS RELATIONSHIPS (CORE)
BSBOPS201	WORK EFFECTIVELY IN BUSINESS ENVIRONMENTS (CORE)	BSBWHS411	IMPLEMENT AND MONITOR WHS POLICIES, PROCEDURES AND PROGRAMS (CORE)
BSBPEF202	PLAN AND APPLY TIME MANAGEMENT (CORE)	BSBWRT411	WRITE COMPLEX DOCUMENTS (CORE)
BSBOPS203	DELIVER A SERVICE TO CUSTOMERS	BSBXCM401	APPLY COMMUNICATION STRATEGIES IN THE WORKPLACE (CORE)
BSBPEF201	SUPPORT PERSONAL WELLBEING IN THE WORKPLACE	BSBPEF402	DEVELOP PERSONAL WORK PRIORITIES
BSBTEC201	USE BUSINESS SOFTWARE APPLICATIONS	BSBPEF403	LEAD PERSONAL DEVELOPMENT
BSBTEC202	USE DIGITAL TECHNOLOGIES TO COMMUNICATE IN A WORK ENVIRONMENT	BSBCMM411	MAKE PRESENTATIONS
BSBTEC203	RESEARCH USING THE INTERNET	BSBPMG430	UNDERTAKE PROJECT WORK
		BSBMKG434	PROMOTE PRODUCTS AND SERVICES
		BSBOPS404	IMPLEMENT CUSTOMER SERVICE STRATEGIES

The Diploma of Business (Digital Transformation) will equip you to gain a deeper understanding of the digital world. We've recognised the need for this qualification to help upskill students in all aspects of data management and usage, digital marketing, communication and other industry relevant digital skills. Optimise your strategies and tactics to get 100% job ready.

DIPLOMA OF BUSINESS (DIGITAL TRANSFORMATION)		MASTER THE WORLD OF DIGITAL AND DATA
BSBCRT511	DEVELOP CRITICAL THINKING IN OTHERS (CORE): HOW DIGITAL MARKETING AFFECTS YOUR AUDIENCE	
BSBFIN501	MANAGE BUDGETS AND FINANCIAL PLANS (CORE): CONTROL YOUR DIGITAL BUDGET	
BSBOPS501	MANAGE BUSINESS RESOURCES (CORE): MANAGE YOUR DIGITAL RESOURCES	
BSBSUS511	DEVELOP WORKPLACE POLICIES AND PROCEDURES FOR SUSTAINABILITY (CORE): DEVELOP AN INTERNAL SUSTAINABILITY PROGRAM	
BSBXCM501	LEAD COMMUNICATION IN THE WORKPLACE (CORE): BUILD A WORKPLACE COMMUNICATION PLAN	
BSBDAT501	ANALYSE DATA: MAXIMISE THE EFFECT OF YOUR DIGITAL STRATEGY & SEO	
BSBINS502	COORDINATE DATA MANAGEMENT: MARTECH AND AUTOMATION - CRM AND CMS	
BSBTEC403	APPLY DIGITAL SOLUTIONS TO WORK PROCESSES: DEVELOP DIGITAL SOLUTIONS TO WORK PROCESSES	
BSBXCS402	PROMOTE WORKPLACE CYBER SECURITY AWARENESS AND PRACTICES: NAVIGATE THE DIGITAL WORLD SAFELY	
BSBSUS601	LEAD CORPORATE SOCIAL RESPONSIBILITY: CREATE A SOCIAL RESPONSIBILITY FOCUS	
BSBCRT412	ARTICULATE, PRESENT AND DEBATE IDEAS: DEVELOP AND CREATE WORKPLACE COMMUNICATIONS	
BSBTWK503	MANAGE MEETINGS: HOST GREAT DIGITAL MEETINGS	



**INDUSTRY
ENGAGEMENT**

We offer students the chance to engage, meet and network with industry leaders through a variety of open channels including our own Industry Insider.



**PRACTICAL
LEARNING**

Designed to help students develop practical, day-to-day skills. Through our expert trainers and real-life case study approach, our graduates are job-ready faster.



**CAREER
KICKSTART**

Perfect if you are fresh out of college or looking to fast-track or reboot your career path. You will learn key skills to apply in the workplace and accelerate your progress inside your industry.