

BSB20120 Certificate II in Workplace Skills

The BSB20120 Certificate II in Workplace Skills is designed to prepare individuals for a variety of entry-level roles, as well as reflecting the role of those who may not have yet entered the workforce and are developing the necessary skills in preparation for work.

Program features	Entry requirements	Work experience requirements
<ul style="list-style-type: none"> ▪ Arranged work experience for classroom-based training. ▪ Nationally Recognised Training. ▪ Industry-experienced Trainers and Assessors. 	<ul style="list-style-type: none"> ▪ Unique Student Identifier (USI). ▪ Complete a language, literacy, numeracy and digital literacy quiz. 	<ul style="list-style-type: none"> ▪ Students must provide and wear appropriate business clothing whilst on work experience.

Course details

Course Type	Classroom	Traineeship (on-the-job training)
Duration (see over for more information)	22 weeks, 2 days per week (classroom). Includes 2 weeks of work experience. Total Commitment = 420 + hours (includes classes, work-experience, self-directed learning and assessment completion).	Full time: up to 12 months or until the relevant competencies achieved. (includes working hours, workplace release time for off the job training, self-directed learning and assessment completion).
Fees (see over for more information)	\$880 first qualification fee* \$240 concession* Fee for service - \$1,800	Smart and Skilled eligible student, \$0 – traineeship** \$240 concession* Fee for Service - \$1,800
Location	Ground Floor, 331 High Street Penrith NSW 2750 and a host employer for work experience.	Employer or host employer.

About the fees:

*Fee-free Scholarships & Fee Exemptions may be available for eligible students under the Smart and Skilled Program.

**Fee Free Traineeships Initiative from 1 January 2020, call 1300 722 104 or visit <https://smartandskilled.nsw.gov.au/for-employers/employing-apprentices-trainees>

Self-directed learning and assessment activities – All students

Self-directed learning activities may vary from reading a textbook to online learning and research. Workplace-based/ traineeship students can expect to dedicate approximately 6-8 hours per week to self-directed learning and assessment task completion; or approximately 16hrs (3 days) per week for classroom-based students.

To ensure that students are safe and work ready, they will need to complete a range of assessment tasks that include answering questions, analysing case studies and completing practical work-based tasks. Trainers will also observe students perform a range of skills in the workplace, or the classroom and on work experience for classroom-based students.

Can I get credit for previous study?

If students have previously completed a Nationally Recognised Qualification or Course, please talk to our Recruitment or Administration team and by completing the relevant Verification and Consent Form and providing a transcript of what you have attained. We would see if any units listed in the transcript can be credited towards your chosen qualification.

Fees and charges

The classroom-based course is \$880 (first qualification fee) if eligible for and accessing a government subsidised place. Students eligible for a concession are required to pay \$240. Traineeship fees are capped at \$1,000. Fee free traineeships are available to eligible NSW Trainees whose training is funded under Smart and Skilled and commence training on or after 1 January 2020.

This fee covers enrolment, tuition and learning resources. Fees must be paid in accordance with the Fee Schedule. To review our terms and conditions check out our Fees and Charges Policy and Procedure and our Refund Policy and Procedure available at <https://www.benchmark.edu.au/policies-procedures>

Government funding

This training is subsidised by the NSW Government. Benchmark Resources P/L trading as Benchmark College is an approved Smart and Skilled Training provider. To be eligible to receive funding, the following eligibility criteria must be met:

- Be an Australian citizen, an Australian permanent resident, a humanitarian visa holder or a New Zealand citizen.
- Be aged 15 years or older.
- Have left school.
- Live or work in New South Wales.

For more information, please visit <https://smartandskilled.nsw.gov.au> or call 1300 722 104.

Ready to enrol?

Contact Benchmark College to get an Application Form and hear about the next steps in the process.

Still have questions? Contact one of our friendly staff members by phone on 1800 286 916 or email info@benchmark.edu.au

Visit our website and read our Student Handbook, policies and procedures, and check all the information needed to make that important decision.

We are waiting to hear from you!