



WORKPLACE SKILLS

Get ready for work

Have you been thinking about getting your first job? Wondering what to put on your resume to get your foot in the door? This course could be the perfect way to develop the skills and experience you need to succeed.

This class is all about building the essential skills that employers want, like customer service, communication, time management, technology, sustainability, wellbeing in the workplace and occupational health and safety.

These skills are perfect for working in entry-level position in any business. That might include working in sales or reception, becoming an office junior or administrative assistant, or helping customers.



What you need to bring:

Bring your own laptop or tablet if possible.



Why VET delivered to secondary students?

Get a head start with hands-on experience AND gain a qualification that can form the foundation of your career!

Qualification:

BSB20120 Certificate II in Workplace Skills

Duration:

One year

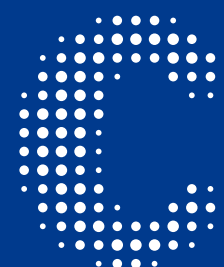
Location:

CCG Warragul and Leongatha campuses

VET DELIVERED TO SECONDARY STUDENTS

www.ccg.asn.au/vdss

TOID:4181



CCG

Community
College
Gippsland

**A VET Delivered to
Secondary Student
Certificate II
qualification can
lead to:**



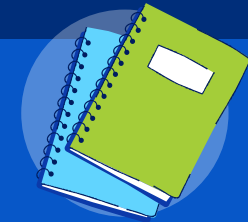
Further training



Employment

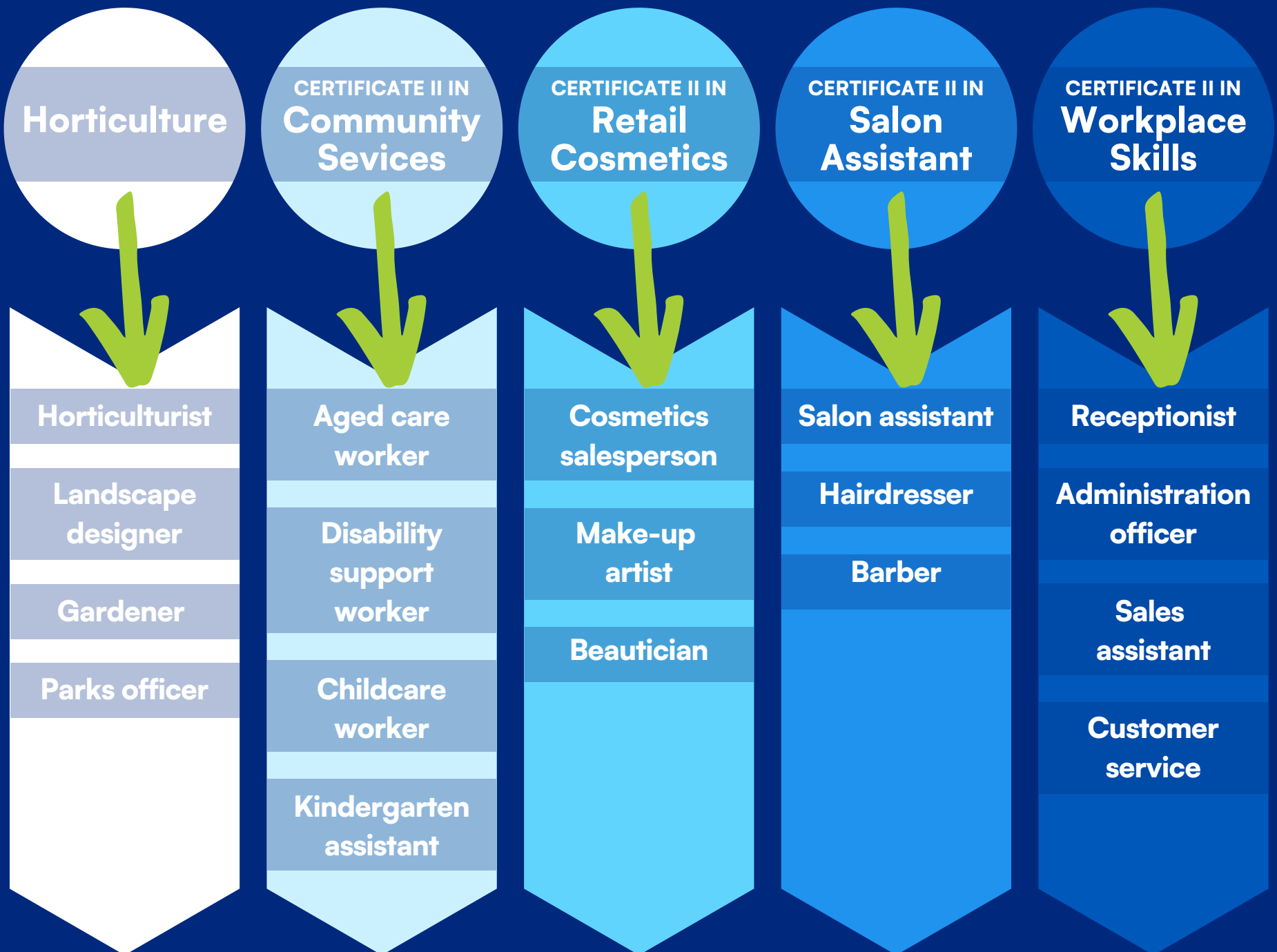


Traineeship



Pre-apprenticeship

**Vocational education and training can kickstart your career.
Let's look at potential pathways to your dream job...**



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