



**MORE INFO**



# WORKPLACE SKILLS

## Get ready for work

### Have you been thinking about getting your first job?

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



CCG is a Registered Training Organisation (RTO No. 4181) and provides Nationally Recognised Training. Our training will provide you with a qualification that is recognised across Australia. This training is delivered with Victorian and Commonwealth Government funding.

RTO No: 4181

### 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:

Warragul campus  
Dandenong campus  
Pakenham campus (Toomah)  
2026VDSS

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



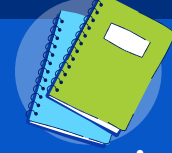
**Further training**



**Employment**

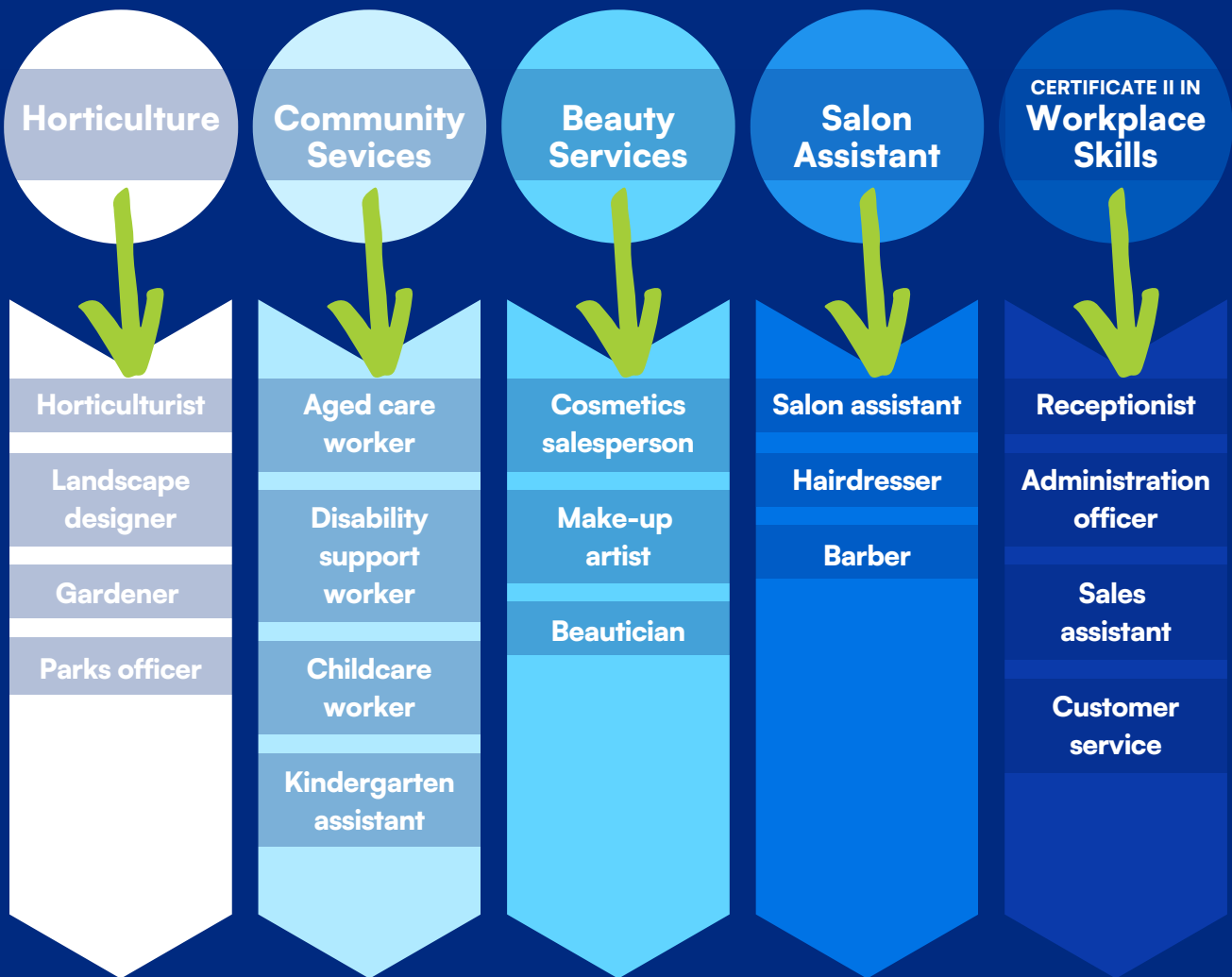


**Traineeship**



**Pre-apprenticeship**

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



**VET DELIVERED TO SECONDARY STUDENTS**

**[www.ccg.asn.au/vdss](http://www.ccg.asn.au/vdss)**



**CCG**

Community  
College  
Gippsland