

BSB20120

Certificate II in Workplace Skills

Make your start in the business world with this practical entry-level qualification, equipping you with basic skills for an office environment.

COURSE LENGTH

2 terms full-time (approx. 6 months)

4 terms part-time (approx. 1 year)

Part-time option only available for domestic students.

CAMPUS

Melbourne, Sydney CBD, Bondi, Manly,
Brisbane and Gold Coast

DELIVERY

Face-to-face, online¹ and blended²



Pathway
to further studies



Expert trainers
for office-related roles



Practical training
to get you job-ready



Gain in-demand
office skills

INTAKE DATES

| Start date | Extra intake | Start date | Extra intake |
|------------|--------------|------------|--------------|
| 18 Jul 22 | 15 Aug 22 | 10 Oct 22 | 07 Nov 22 |
| 30 Jan 23 | 27 Feb 23 | 24 Apr 23 | 22 May 23 |
| 17 Jul 23 | 14 Aug 23 | 09 Oct 23 | 06 Nov 23 |



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only
3. Starting day moved to Tuesday as Monday is a public holiday

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 10 or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Minimum of 4 weeks of General English at Intermediate level (plus 80% attendance) at our sister school, English Unlimited, or at other approved providers.

PATHWAYS

After achieving Certificate II in Workplace Skills, candidates may undertake a Certificate III qualification at Australian Pacific College.

COURSE OVERVIEW & STRUCTURE

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision. The course is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at an entry level administrative or customer service position.

COURSE FEES

\$3,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before the start date.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Administration Assistant
Clerical Worker
Data Entry Operator
Information and Customer Service Desk Clerk
Office Junior

6 SUBJECTS

Sustainable and Safe Work Practices

Develop Self-awareness

Self-management

Customer Service 1

Workplace Teamwork 1

Technology in Business 1

Note:

- Course and campus availability subject to demand.
- One term is 9 weeks of study.
- For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
- For more info about our University pathways, visit www.apc.edu.au/courses/vocational-further-study-pathways/

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

APC.EDU.AU | INFO@APC.EDU.AU

Young Rabbit Pty Ltd (ABN 28 003 381 182) trading as Australian Pacific College | RTO Code: 90396 | CRICOS Code: 01331F

APC Certificate II in Workplace Skills_28OCT21_V1.6R

BSB30120

Certificate III in Business



Get a strong set of essential administration skills with this hands-on qualification, preparing you for the world of business.

COURSE LENGTH

2 terms full-time (approx. 6 months)

4 terms part-time (approx. 1 year)

Part-time option only available for domestic students.

CAMPUS

**Brisbane, Gold Coast, Melbourne,
Sydney CBD, Bondi, Manly**

DELIVERY

Face-to-face, online¹ and blended²



Pathway
to further studies



Expert trainers
for office-related roles



Practical training
to get you job-ready



Gain in-demand
office skills

INTAKE DATES

| Start date | Extra intake | Start date | Extra intake |
|------------|--------------|------------------------|--------------|
| 31 Jan 22 | 28 Feb 22 | 26 Apr 22 ³ | 23 May 22 |
| 18 Jul 22 | 15 Aug 22 | 10 Oct 22 | 07 Nov 22 |
| 30 Jan 23 | 27 Feb 23 | 24 Apr 23 | 22 May 23 |



1. Up to one-third delivered online for student visa holders
2. Blended option available to domestic students only
3. Starting day moved to Tuesday as Monday is a public holiday

ENTRY REQUIREMENTS

ACADEMIC - Successful completion of Australian Year 10 or equivalent.

ENGLISH LANGUAGE PROFICIENCY -

Successful completion of 8 weeks of General English at Intermediate level or equivalent (plus 80% attendance) at our sister school, English Unlimited, or 10 weeks at other approved providers.

PATHWAYS

Students who successfully complete the Certificate III in Business may enter Certificate IV courses at Australian Pacific College.

COURSE OVERVIEW & STRUCTURE

This qualification is designed for students who are seeking to gain an understanding of business fundamentals within the Australian context and who may be interested in gaining employment at a mid-level administrative or customer service role.

COURSE FEES

\$3,000

Application fee: \$150 for international students

HOW TO PAY

Direct debit or credit card before the start date.

ASSESSMENTS

All APC vocational courses are assessed through a combination of assessment types that may include short answer questions, studio projects, essays, reports, group tasks, case studies, role plays, portfolios and/or presentations.

MODES OF DELIVERY

Student visa holders: Face-to-face (up to one-third may be delivered online or by distance)

Domestic students (and other visas): Face-to-face, online and blended options available.

POSSIBLE JOB TITLES RELEVANT TO THIS QUALIFICATION

Customer Service Advisor
Data Entry Operator
General Clerk
Payroll Officer
Typist
Word Processing Operator

6 SUBJECTS

Advanced Sustainable Work Practices

Wellbeing and Safety

Workplace Teamwork 2

Customer Service 2

Finance in Business

Technology in Business 2

Note:

- Course and campus availability subject to demand.
- One term is 9 weeks of study.
- For a free assessment of your current English level, please go to www.apc.edu.au/applications/#entry-tests
- For more info about our University pathways, visit www.apc.edu.au/courses/vocational-further-study-pathways/

International students: A temporary resident of Australia and/or a resident or citizen of any other country.
Domestic students: An Australian citizen or Australian permanent resident

APC.EDU.AU | INFO@APC.EDU.AU

Young Rabbit Pty Ltd (ABN 28 003 381 182) trading as Australian Pacific College | RTO Code: 90396 | CRICOS Code: 01331F

APC Certificate III in Business_28OCT21_V1.6R