

Certificate II in Workplace Skills Information for Candidates



The BSB20120 Certificate II in Workplace Skills reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work.

These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

Student Handbook

Scouts Australia Institute of Training (SAIT) is the Enterprise Registered Training Organisation (RTO 5443) of Scouts Australia. Policies and practices of the Enterprise RTO can be located in the Student Handbook.



Typical learning pathways

The learning pathways in Scouts Australia that provide learning and experiences that align closely and will provide most of your evidence towards meeting the requirements of the Certificate II in Active Volunteering.

- Have at least six (6) months Scouting experience and completed the relevant learning pathways.
- Have completed Stage 5 Core Skills in the outdoor adventure skills.
- Have completed at least Milestone 1.

Assessment

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Members of Scouts Australia do not incur additional costs to complete a qualification. Anyone who has sufficient evidence can apply for a Recognition of Prior Learning (RPL) assessment.

After enrolling you will;

1. Need to provide copies of the evidence that you are using for your RPL assessment.
2. After evidence is provided an Assessor will be assigned who will assess your evidence and work with you to address any gaps against the requirements of the qualification.

Upon successfully completing your assessment, you will receive a CHC24015 Certificate II in Active Volunteering, with a transcript listing the units of competency you have completed.

Additional evidence which may be requested

- Providing a copy of your Resume or Curriculum Vitae is usually very beneficial
- Letter of recommendation or reference
- Copies of existing qualifications

Units of Competency

The units of competency aligned to experiences and learning through Scouting are aligned to the five (4) core units of competency:

BSBCMM211	Apply communication skills
BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management
BSBSUS211	Participate in sustainable work practices
BSBWHS211	Contribute to the health and safety of self and others



- The qualification requires ten (10) units of competency. The five (5) units of competency listed above, plus
 - Each participant must complete an additional five (5) units of competency.
- A broad range of elective units of competency are available, however some of the qualification requirements restrict the level of choice with at least one (1) Group A and at least one (1) Group B unit of competency.
- Discuss what you would like to achieve and what evidence you have with your Branch Commissioner for Vocational Education and Training (VET) or your Assessor.
- Using the tables on the following pages as examples your Branch Commissioner for VET will help you identify units that are also in other qualifications that you might be interested in and will make it easier to complete additional qualifications. Discuss this with you Branch Commissioner for VET.

Suggested elective units of competency

The tables on the following pages identify units of competency that are important in Scouting and how they fit within the packaging rules for both qualifications. These are examples of how you can reduce the work required and gain multiple qualifications by combining the Certificate II in Workplace Skills with any of the other listed qualifications.

- CHC34015 Certificate III in Active Volunteering
- CUA30220 Certificate II in Creative Industries
- SIS30619 Certificate II in Outdoor Recreation

Certificate II in Workplace Skills		Certificate II in Active Volunteering	
5 Core + 5 Electives: 3 listed electives, Minimum 1 Group A, 1 Group B, Maximum 2 Electives from any qualification		4 Core + 3 Electives: 3 Electives from any qualification	
CHCVOL001 Be an effective volunteer	Elective from other qualification	CHCVOL001 Be an effective volunteer	Core Unit
CHCDIV001 Work with diverse people	Elective from other qualification	CHCDIV001 Work with diverse people	Core Unit
BSBWHS211 Contribute to the health and safety of self and others	Core Unit	HLTWHS001 Participate in workplace health and safety	Core Unit
BSBCMM211 Apply communication skills	Core Unit	BSBCMM201 Communicate in the workplace	Core Unit
BSBOPS201 Work effectively in business environments	Core Unit		
BSBPEF202 Plan and apply time management	Core Unit	BSBPEF202 Plan and apply time management	Elective from other qualification
BSBSUS211 Participate in sustainable work practices	Core Unit	BSBSUS211 Participate in sustainable work practices	Elective from other qualification
BSBCRT201 Develop and apply thinking and problem solving skills	Group A		
BSBTEC203 Research using the internet	Group B		
BSBTWK201 Work effectively with others	Listed Elective	BSBTWK201 Work effectively with others	Elective from other qualification

Certificate II in Workplace Skills		Certificate II in Creative Industries	
5 Core + 5 Electives: 3 listed electives, Minimum 1 Group A, 1 Group B, Maximum 2 Electives from any qualification		3 Core + 7 Electives: 4 listed electives, Maximum 3 Electives from any qualification	
BSBWHS211 Contribute to the health and safety of self and others	Core Unit		
BSBCMM211 Apply communication skills	Core Unit	BSBCMM211 Apply communication skills	Listed Elective
BSBOPS201 Work effectively in business environments	Core Unit		
BSBPEF202 Plan and apply time management	Core Unit	BSBPEF202 Plan and apply time management	Listed Elective
BSBSUS211 Participate in sustainable work practices	Core Unit	BSBSUS211 Participate in sustainable work practices	Listed Elective
BSBTWK201 Work effectively with others	Listed Elective	BSBTWK201 Work effectively with others	Core Unit
		CUAWHS312 Apply work health and safety practices	Core Unit
		CUAIND211 Develop and apply creative arts industry knowledge	Core Unit
BSBCRT201 Develop and apply thinking and problem solving skills	Group A	BSBCRT201 Develop and apply thinking and problem solving skills	Listed Elective
BSBTEC202 Use digital technologies to communicate in a work environment	Group B	BSBTEC202 Use digital technologies to communicate in a work environment	Elective from other qualification
BSBOPS203 Deliver a service to customers	Listed Elective	BSBOPS203 Deliver a service to customers	Listed Elective
SITXFIN001 Process financial transactions	Elective from other qualification	SITXFIN001 Process financial transactions	Listed Elective

Certificate II in Workplace Skills		Certificate II in Outdoor Recreation	
5 Core + 5 Electives: 3 listed electives, Minimum 1 Group A, 1 Group B, Maximum 2 Electives from any qualification		4 Core + 7 Electives: Minimum 3 listed electives from Group A, Maximum 4 Electives from any qualification	
BSBWHS211 Contribute to the health and safety of self and others	Core Unit		
BSBCMM211 Apply communication skills	Core Unit	BSBCMM211 Apply communication skills	Elective from other qualification
BSBOPS201 Work effectively in business environments	Core Unit		
BSBPEF202 Plan and apply time management	Core Unit	BSBPEF202 Plan and apply time management	Elective from other qualification
BSBSUS211 Participate in sustainable work practices	Core Unit		
BSBCRT201 Develop and apply thinking and problem solving skills	Group A	BSBCRT201 Develop and apply thinking and problem solving skills	Elective from other qualification
BSBTEC202 Use digital technologies to communicate in a work environment	Group B		
BSBTWK201 Work effectively with others	Listed Elective	BSBTWK201 Work effectively with others	Elective from other qualification
HLTWH001 Participate in workplace health and safety	Elective from other qualification	HLTWH001 Participate in workplace health and safety	Core Unit
		SISXIND002 Maintain sport, fitness and recreation industry knowledge	Core Unit
		SISOFLD001 Assist in conducting recreation sessions	Core Unit
SISOFLD002 Minimise environmental impact	Elective from other qualification	SISOFLD002 Minimise environmental impact	Core Unit
		SISOBWG001 Bushwalk in tracked environments	Group A
		SISOFLD006 Navigate in tracked environments	Group A
		SISOCNE001 Paddle a craft using fundamental skills	Group A

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By continuing to apply your learning and participating in what Scouting has to offer you are able to work towards other Qualifications:

- Further participation in either the youth program or leader training will provide you with evidence towards:
 - CHC24015 Certificate II in Active Volunteering
 - CHC34015 Certificate III in Active Volunteering
 - BSB30120 Certificate III in Business
- Participation in Gang Show or Showtime will provide you with evidence towards the
 - CUA20220 Certificate II in Creative Industries
 - CUA30220 Certificate III in Community Dance, Theatre and Events
- Participation and training in Outdoor Adventurous activities and training will provide you with evidence towards:
 - SIS20419 Certificate II in Outdoor Recreation
 - SIS30619 Certificate III in Outdoor Leadership