A stylized map of Australia is shown on the left side of the page. The map is filled with various shades of green and blue. Overlaid on the map are several white silhouettes of Scout activities: a Scout in a uniform, a Scout climbing a rope, and a Scout in a canoe.

# Venturer Scouts: Qualifications and Secondary School Certificates of Education

## BSB20120 Certificate II in Workplace Skills

This information kit will help you understand the qualifications available from the Scouts Australia Institute of Training (RTO 5443) to Venturer Scouts (14-18 year olds) and how these can be incorporated into your secondary school certificate of education (e.g. HSC, VCE, etc.).

The information will assist:

- Venturer Scouts / School students
- Career Advisors and VET Coordinators
- Parents and other advisors



## **BSB20120 Certificate II in Workplace Skills**

The 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

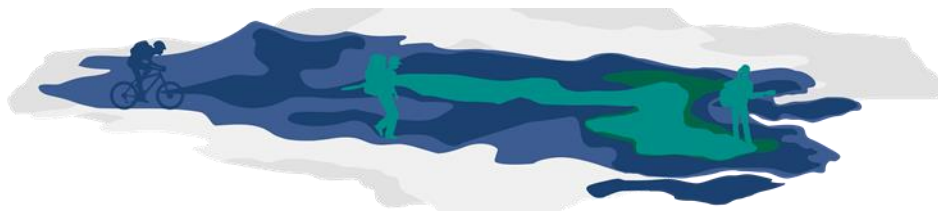
### **Learning Pathways**

To achieve the Certificate II in Workplace Skills as a Venturer Scout in a manner that you can use on-demand learning, structured learning and practical experiences that contribute to learning by doing to achieve this qualification as a part of your secondary school certificate of education you will need to;

- Have at least six (6) months Scouting experience
- Have completed at least Milestone 1 as a Venturer Scout
- Complete the Scouts Australia on-demand learning
- Completed OAS Stage 5 Core Skills

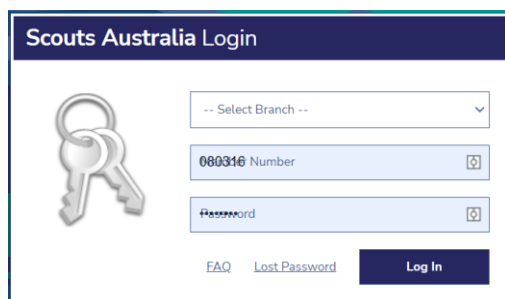
### **Work Placements**

Within the context of Vocational Education and Training connected to school outcomes, structured workplace learning alternatively known as work placement requires students to participate in experiences where they are applying the skills and knowledge. Venturer Scouts attend meetings with their local Venturer unit for two (2) hours every week and they participate in a range of activities depending on their interest areas, equivalent to at least one weekend every month.



## On-demand Learning

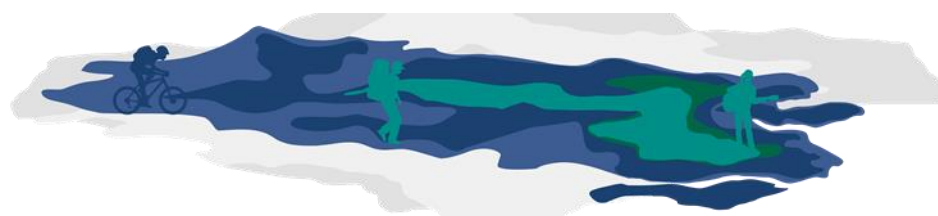
On-demand learning provides partial evidence towards the BSB20120 Certificate II in Workplace Skills. All Venturer Scouts, Rover Scouts and adult members have access to the Scouts Australia on-demand learning at <https://training.scouts.com.au> To login you will need some basic information:



The image shows the Scouts Australia Login page. It features a dark blue header with the text 'Scouts Australia Login'. Below the header is a white box containing a key icon on the left. To the right of the icon are three input fields: a dropdown menu labeled '-- Select Branch --', a text field labeled '060316 Number', and a password field labeled 'Password'. At the bottom of the white box are three links: 'FAQ', 'Lost Password', and a dark blue 'Log In' button.

- What Branch (State or Territory) you are in,
- Your Scouting member number,
- The first time you log in your password will be set to your date of birth.

| BSB20120 Certificate II in Workplace Skills  |   |
|--|---|
| Core units of competency (All 5 core units must be completed for a full qualification) |   |
| Units of Competency  | On-demand learning                                    |
| BSBCMM211 Apply communication skills   | <a href="#">Communication</a>                         |
| BSBOPS201 Work effectively in business environments                                    |   |
| BSBPEF202 Plan and apply time management   | <a href="#">Plan&gt;Do&gt;Review&gt;</a>              |
| BSBSUS211 Participate in sustainable work practices                                    | <a href="#">Follow Environmental Impact Practices</a> |
| BSBWHS211 Contribute to the health and safety of self and others                       | <a href="#">WHS for Scouting</a>                      |
| Elective units of competency (5 elective units are required)                           |   |
| BSBCRT201 Develop and apply thinking and problem solving skills                        | <a href="#">Youth Led Programming</a>                 |
| BSBTEC202 Use digital technologies to communicate in a work environment                | <a href="#">Communication</a>                         |
| BSBTWK201 Work effectively with others   | <a href="#">The Patrol System for One Program</a>     |
| CHCDIV001 Work with diverse people   | <a href="#">Being Inclusive</a>                       |
| CHCVOL001 Be an effective volunteer  | <a href="#">Youth Leading, Adults Supporting</a>      |



## Learning and Assessment

There are two ways Venturer Scouts typically complete qualifications via the Scouts Australia Institute of Training:

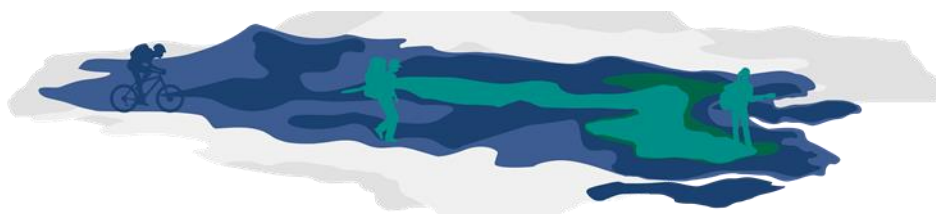
- If not including qualifications in your secondary school certificate of education you can submit current evidence at any time that you are a member of Scouting. While you are at school, after you have left school, while you are a Venturer Scout or after moving into Rover Scouts. You are assessed on the evidence you have provided and if there is not enough evidence the assessor may ask you to provide other suitable evidence which may or may not include the on-demand learning.
- When completing a Vocational Education and Training qualification connected to school outcomes you **must complete** this within a specified time frame. The use of the on-demand learning provides you with learning materials that assist you to complete the qualification/s within the limited timeframe you have to ensure that they are included in your secondary school certificate of education.

## Dual Qualifications

The Certificate II in Workplace Skills is an excellent qualification to combine with other qualifications making it possible to complete dual qualifications by combining this qualification with any of the following qualifications:

- CHC24015 Certificate II in Active Volunteering
- CUA20220 Certificate II in Creative Industries

Examples to combine the Certificate II in Workplace Skills with other qualifications are shown on the following pages. Core units of competency are highlighted in green and are required to be completed within that qualification.



| <b>Certificate II in Workplace Skills</b>  | <b>Certificate II in Active Volunteering</b>                |
|--|---|
| 5 Core + 5 Electives:<br>3 listed electives, 1 Group A, 1 Group B<br>Max: 2 Electives from any qualification | 4 Core + 3 Electives:<br>3 Electives from any qualification |
| BSBWHS211 Contribute to the health and safety of self and others   |   |
| BSBOPS201 Work effectively in business environments  |   |
| BSBPEF202 Plan and apply time management   | BSBPEF202 Plan and apply time management                    |
| BSBSUS211 Participate in sustainable work practices  | BSBSUS211 Participate in sustainable work practices         |
| BSBCMM211 Apply communication skills   | BSBCMM201 Communicate in the workplace                      |
| BSBCRT201 Develop and apply thinking and problem solving skills  |   |
| BSBTEC202 Use digital technologies to communicate in a work environment                                      |   |
| BSBTWK201 Work effectively with others   | BSBTWK201 Work effectively with others                      |
| CHCVOL001 Be an effective volunteer  | CHCVOL001 Be an effective volunteer                         |
| CHCDIV001 Work with diverse people   | CHCDIV001 Work with diverse people                          |
|  | HLTWHS001 Participate in workplace health and safety        |

| <b>Certificate II in Workplace Skills</b>  | <b>Certificate II in Creative Industries</b>  |
|--|---|
| 5 Core + 5 Electives:<br>3 listed electives, 1 Group A, 1 Group B<br>Max: 2 Electives from any qualification | 3 Core + 7 Electives:<br>Minimum 4 listed electives,<br>Max: 3 Electives from any qualification |
| BSBWHS211 Contribute to the health and safety of self and others   |   |
| BSBOPS201 Work effectively in business environments  |   |
| BSBPEF202 Plan and apply time management   | BSBPEF202 Plan and apply time management  |
| BSBSUS211 Participate in sustainable work practices  | BSBSUS211 Participate in sustainable work practices   |
| BSBCMM211 Apply communication skills   | BSBCMM211 Apply communication skills  |
| BSBCRT201 Develop and apply thinking and problem solving skills  | BSBCRT201 Develop and apply thinking and problem solving skills                                 |
| BSBTEC202 Use digital technologies to communicate in a work environment                                      | BSBTEC202 Use digital technologies to communicate in a work environment                         |
| BSBTWK201 Work effectively with others   | BSBTWK201 Work effectively with others  |
|  | CUAIND211 Develop and apply creative arts industry knowledge                                    |
|  | CUAWHS312 Apply work health and safety practices  |
|  | CUAMPF111 Develop skills to play or sing music  |
|  | CUAMPF112 Perform simple musical parts in ensembles   |

