



30981QLD CERTIFICATE II IN WORKPLACE PRACTICES COURSE OVERVIEW

Pathways & Articulation

Certificate II in Workplace Practices is a course of study which prepares students for the workplace. This course develops generic employability skills and knowledge and provides a pathway to a wide range of employment and training outcomes. The course will assist young people to acquire the knowledge, capacities and insights regarding workplace culture and practices to maximise their access to, and successful participation in, the workforce.

Participants who complete Certificate II in Workplace Practices will be eligible to be granted RPL or credit transfer in respect of the Training Package units of competency achieved when seeking recognition towards the full or partial achievement of Training Package qualifications or other accredited courses where the units are included in the packaging rules.

Stand Alone VET

Certificate II in Workplace Practices is a Stand Alone VET course. As such, a person will only receive recognition for successful units of competency, not a level of achievement for a Work Education subject on the QCE/Senior Statement.

Competency comprises specified knowledge and skills relevant to an industry, and the application of that knowledge and skills to the standard of performance required in the workplace.

Assessment uses nationally agreed industry standards – competency standards – to measure whether a person is competent to perform or undertake specific tasks required to do a job.

Under this system, people being assessed are found to be either “competent” or “not yet competent”. A person who is not yet competent against any standard can undertake further study or training and be assessed again.

As applying skills in the workplace is a requirement of a number of competencies, work placement must be undertaken during the course. Students must also complete any excursions organised for this course.

When a person successfully completes the required units he/she will be awarded a Certificate II in Workplace Practices, otherwise a Statement of Attainment listing units that have been successfully completed.

COURSE STRUCTURE

Unit Code	Unit Title
BSBCMM201A	Communicate in the workplace
BSBIND201A	Work effectively in a business environment
BSBWHS201A	Contribute to health and safety of self and others
GENENP201C	Undertake an individual or team enterprise project
GENJAS201C	Manage personal employment options
GENPCD201C	Manage career planning and further learning
GENSWL201C	Participate in structured workplace learning 2

