

CERTIFICATE II IN WORKPLACE PRACTICES

SUBJECT: CERTIFICATE II in WORKPLACE PRACTICE 306327QLD	QCE STATUS: CORE QSA STATUS: Vocational
DEPARTMENT: Enterprise and Technology	QCE POSSIBLE CREDITS: 4 (for successful completion of Certificate)
SUBJECT LEVY: N/A	Certificate Name: Certificate II in Workplace Practices CODE:30627QLD

PREREQUISITE SUBJECTS

Nil

RATIONALE

This certificate course was developed in response to a need identified through consultation with industry associations and employers, to provide employees for industry who are acutely aware of what the world of work requires of an employee.

COURSE AIMS

Students will become 'work ready' with a good knowledge of workplace practices as well as practical skills. Students undertaking this certificate will be required to complete 80 hours of work experience.

COURSE OUTLINE

The following units of competency will be undertaken:

Semester 1 1. Work safely according to OHS principles and procedures 2. Access employment and training options	Semester 2 • Demonstrate knowledge of workplace relation • Manage Personal Performance
Semester 3 • Apply an enterprising approach in an approved project • Interact effectively in the workplace • Work effectively in a team	Semester 4 • Project workplace behaviour and image • Participate in structured workplace learning 2 • Develop job acquisition strategies

ASSESSMENT

Assessment is competency based and will be completed in class time. Students are able to resit any units of competency.

COST AND/OR ESSENTIAL EQUIPMENT

Students will need to participate in 80 hours of work experience over the duration of this certificate course.

CAREER OPTIONS/FURTHER STUDY

This course is highly relevant for students entering the workforce at the end of year 12.

- Tradesperson
- Retail Assistant
- Hospitality Worker
- Office Assistant