

# Job Confidence

## About the course

This unit describes the skills and knowledge required to work effectively in business environments. It includes identifying and working to organisational standards, managing workload, and working as part of a team.

It applies to individuals developing basic skills and knowledge in preparation for working in a broad range of settings.

## Entry requirements

There are no formal entry requirements for this course, however students are expected to have or be able to achieve written and spoken English skills to the certificate level of the course, or the ability to develop these skills whilst in training to meet the requirements of the qualification. To allow our trainers to support your learning, students will need to complete a student profile, including language, literacy and numeracy indicators before their enrolment application is accepted. Students may need to be able to achieve a clear police check and meet relevant state-based requirements for working with children or vulnerable people.

## Delivery method and course duration

This short course is available through a combination of Virtual Classroom learning, Face to Face classroom learning environment. The total duration of this short course will be 30 hours and will take the following format:

- › **1 week full-time**  
5 days (9:00am - 3:00pm each day, inclusive of a 2 hour Virtual Classroom session).

Additional support and training times are available for students if required.

Online platform requires either PC, phone or tablet.

## Course structure

There is one (1) unit of competency requiring successful completion of this course.

- › **BSBOPS201** - Work effectively in business environments

## AQF Certification Outcome

Students who successfully complete all requirements BSBOPS201 - Work effectively in business environments will be issued a Statement of Attainment by MAX.



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## Additional pathways

This unit forms part of the Business Services Training Package. Students may choose to continue their studies and complete qualifications such as BSB30120 Certificate III in Business.

## Recognition of Prior Learning (RPL) and Credit Transfers (CT)

RPL is a process that assesses a student's competency - acquired through formal and informal learning - to determine if students meet the requirements for a unit of study. Students with previous skills, knowledge or experience are entitled to apply for RPL for a full qualification or individual units of competency.

Students will be required to produce evidence and undertake assessment as part of the RPL process. If students have previously completed a unit/s of competency and can provide valid evidence of AQF certification (issued by an RTO), they are eligible to apply for a credit transfer and would not be required to undertake further study for the unit.

## Unique Student Identifier (USI)

It is mandatory for all students undertaking Nationally Recognised Training in Australia to have a Unique Student Identifier (USI).

Students will need their USI to apply to enrol for training.

Visit [www.usi.gov.au](http://www.usi.gov.au) for more information.

## More information

For upcoming course dates, delivery locations, student handbook information (including relevant policies and procedures such as our privacy, access and equity, complaints and appeals and refund policies) please visit our website or contact our team.

### Contact us



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