



Job Confidence Short Course

Course Overview

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.

Delivery Method and Course Duration

This short course is available for face to face classroom learning environment. The total duration of this short course will be 25 hours and will take the following format:

– 1 week full-time 5 days (9:00am – 3:00pm each day)

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

Register Your Interest

Ready to apply or want to refer someone? Click here to begin your application.

AQF Certification Outcome

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

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

RPL is a process that assesses your competency - acquired through formal and informal learning - to determine if you 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.

Since this course consists of only one unit of competency, it does not qualify for Credit Transfer. You can find more information about RPL and Credit Transfer in our Resulting, Credit Transfers & Recognition of Prior Learning Policy and Procedure (Training) .

Unique Student Identifier

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

You will need your USI in order to apply to enrol for training. Visit www.usi.gov.au for more information.

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 .

Study with Max Solutions RTO

We deliver training across a range of levels, with a focus on understanding each student's goals and helping them choose the right course to get there.