

URANGAN STATE HIGH SCHOOL

(RTO Number 30449)



STATEMENT OF ATTAINMENT

A Statement of Attainment is issued by a Registered Training Organisation when an individual has completed one or more units of competency from nationally recognised qualification(s)/course(s).

This is a statement that

«**First_Name**» «**Last_Name**»

has attained

BSBCMM201A	Communicate in the workplace
BSBINM201A	Process and maintain workplace information
BSBITU201A	Produce simple word processed documents
BSBITU202A	Create and use spreadsheets
BSBITU203A	Communicate electronically
BSBITU302B	Create electronic presentations
BSBITU303A	Design and produce text documents
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWHS201A	Contribute to health and safety of self and others
BSBWOR202A	Organise and complete daily work activities
BSBWOR203B	Work effectively with others
BSBWOR204A	Use business technology

These competencies form part of

BSB20112 - CERTIFICATE II in BUSINESS

Linda Buxton

Principal, Urangan State High School

Dated: 20th November 2014



Urangan State High School
Robert Street, URANGAN QLD 4655
Ph: (07) 4197 0111
Fax: (07) 4125 5436

Email: the.principal@uranganshs.eq.edu.au

(Issued without alteration or erasure)