



BSB10115 Certificate I in Business

This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

The Certificate I in Business course is designed for students in Years 11 and 12 who are interested in developing basic skills and knowledge to prepare for the workplace. This qualification provides the skills and knowledge for students to undertake a range of skills under close supervision.

During the course students will undertake studies in the following units:

BSBWHS201	Contribute to health and safety of self and others
BSBADM101	Use business equipment and resources
BSBIND201	Work effectively in a business environment
BSBCMM101	Apply basic communication skills
BSBITU101	Operate a personal computer
BSBITU102	Develop keyboard skills

Assessment in this course is competency based. Students will be required to demonstrate their ability to perform each of the above units consistently over time in order to be considered competent.

Upon commencement of this qualification students will be inducted into the qualification and will receive a Training Plan listing the units and approximate due dates for each unit. Students will work at their own pace to complete this qualification and can renegotiate the due dates if that is required. We expect the qualification should be completed within a six-month period. Students will complete all training and assessment under the supervision of a Business Trainer.

Students are required to complete three days of work placement in order to practice their skills in a workplace setting.

For more information on this programme please contact our Business Trainer, Leanne Gordon, by email, lgordon@asas.qld.edu.au

*Please note that course content is subject to change.
Students will receive a final outline with their Student Information Booklet.
Registered Training Organisation: 30211
Information correct as at 05 August 2016*