

Vocational Education and Training in Schools

There are many reasons to consider studying a VET course:

- **Experience of the workplace**, employer expectations and contact with key employers
- Provide focus and skills for **career planning**
- Receive **recognition from industry** and NESA for the RoSA
- Acquire **skills and competencies** that are recognised all over Australia through the Australian Qualifications Framework
- Develop key **industry skills** as well as **foundation skills** in taking initiative, problem solving and communication as well as working independently and in teams
- Begin **preparation** for a career in a chosen area while still at school
- Gain **recognition for industry** courses successfully completed at school when applying for study at TAFE and other training providers post-school
- Acquire **a range of skills**, which can be used in a wide range of employment and higher education settings



Qualification Eligibility

Students who are assessed as competent (through integrated competency assessment) in the units of competency in Workplace Skills may be eligible for an Australian Qualifications Framework qualification in:

- **BSB10120 Certificate I in Workplace Skills; or**
- **Statement of Attainment towards this qualification**

Further Information

For further information about this course you can approach the following people:

Your Careers Adviser or VET Coordinator

or

AISNSW VET Consultant

The Association of Independent Schools
Level 12, 99 York Street
Sydney

Ph: 9299 2845
www.aisnsw.edu.au



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Disclaimer: Information is correct at the time of publication, however, is subject to change.

BSB10120

Certificate I in Workplace Skills



RTO
RTO No: 90413

Workplace Skills

**BSB10120 Certificate I in Workplace Skills
Business Services (BSB) Training Package**

Status

This course will be credentialled as a 100-hour elective study on the Record of School Achievement (RoSA).

Students must attempt 6 units of competency.

It is strongly recommended that project and work-based learning opportunities be used as a teaching and learning strategy throughout the course. These could include group project work, individual research or other activities that meet the learning needs of students.

There is a range of career, enterprise and work education programs currently operating in schools that may be linked to the Business Services course.

- Medical administration

Course Costs

This course may require the payment of a fee to cover the cost of consumables, resources and personal protective equipment.

Your school will provide you with details of any course costs including any rights you may have to receive a refund if you withdraw from the course.

Who is this Course Designed For?

This qualification reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

Pathways and Careers

Upon completion of this qualification, candidates may work in a range of business related areas including:

- Administration
- Advertising, Marketing, Sales
- Compliance
- Human resources
- International trade/business
- Legal services
- Management
- Project management

Further training can involve a traineeship or further studies at TAFE, University or other training providers.

Assessment

Assessment is competency based and can include:

- observation during class and work placement
- written tasks
- practical tasks
- skills tests
- competency tests

To be assessed as competent, a student must demonstrate to a qualified assessor that they can effectively carry out various tasks to industry standard.

Recognition for Prior Learning RPL

Students may have their current knowledge, skills and experience relevant to the units of competency within the course recognised, provided they can produce current, quality evidence of their competency.

Complaints and Appeals

Your school has appropriate mechanisms and services for students to have complaints and appeals addressed efficiently and effectively. If you have concerns about aspects of the course, such as resources, facilities, another person, an assessment task or result, you have the right to raise your concerns with your school.

Support in the Classroom

To develop skills and knowledge to industry standards, students with additional learning needs may require reasonable adjustments to be made for them. These adjustments could also apply in the workplace. Students will need to contact their teacher or support teacher so that adjustments can be put in place.