
SUBJECT: BSB10107 CERTIFICATE I IN BUSINESS

(Stand Alone Course)

STATUS: Vocational Education & Training **CODE:** BUC

QUALIFICATION: BSB10107 – Certificate I in Business

COST: TBA

COURSE OVERVIEW:

<http://www.ntis.gov.au>

Please refer to the NTIS website for specific information about the qualification.

The Certificate I is a stand alone qualification that allows individuals to develop basic business skills and knowledge to prepare for work. Students will participate in a scenario based project completing a range of tasks under close supervision.

COURSE STRUCTURE:



To attain a Certificate I in Business, 6 units must be achieved:

- 6 industry core units.

6 INDUSTRY CORE UNITS

- BSBOHS201B Participate in OHS processes
- BSbled101B Plan skills development
- BSBCMM101B Apply basic communication skills
- BSBITU101B Operate a personal computer
- BSBSUS201B Participate in environmentally sustainable work practices
- BSBWOR202B Organise and complete daily work activities

ASSESSMENT TECHNIQUES:

The emphasis in this subject is on completing tasks in a competent manner. Assessment will be delivered using a variety of techniques:

- Project
- Practical Activities
- Computing Tasks
- Folio of Collected Evidence of Competency

Students must achieve competency at every task in order to be issued with a full certificate at the completion of this course.

SPECIAL REQUIREMENTS:

Nil

CAREER OPPORTUNITIES & PATHWAYS

Articulation into:

- BSB20107 Certificate II in Business
- BSB30107 Certificate III in Business

Other specific financial qualifications available at <http://www.ntis.gov.au>

Employment outcomes are limited and individuals are strongly advised that in order to meet the entry-level requirements of this industry, the Certificate III in Business should be undertaken.

Disclaimer:

"The school must have certain teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."

