BSB10115 Certificate I in Business

Vocational Education and Training course

The Registered Training Organisation delivering this course is Brisbane School of Distance Education (RTO #1585)

BSB10115 Certificate I in Business is a nationally-recognised qualification from the BSB Business Services Training Package (Release 2.0).

This course develops students' basic skills and knowledge to prepare for work in an office environment.

Students will learn how to: develop a knowledge of workplace health and safety; work effectively in a business environment; use the internet safely; develop keyboard skills; and produce word processed documents and spreadsheets. Communication is an important workplace skill, therefore students will be required to use their microphones in lessons.

To achieve the BSB10115 Certificate I in Business qualification, students must achieve competency in the core unit and five elective units of competency.

The competencies offered are listed below.

Pathways

Achievement of Certificate I in Business will provide opportunities for individuals to pursue and achieve career goals. Students can progress to a Certificate II in Business before specialising in Business Administration or Business at Certificate III level or higher.

Structure

The BSB10115 Certificate I in Business course is structured into five topics studied over one year. Units of Competency studied in each topic are:

<table>
<thead>
<tr>
<th>Topic 1</th>
<th>Topic 2</th>
<th>Topic 3</th>
<th>Topic 4</th>
<th>Topic 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working safely</td>
<td>Working at Australian</td>
<td>Touch typing</td>
<td>Creating spreadsheets</td>
<td>Online skills</td>
</tr>
<tr>
<td></td>
<td>Hardware</td>
<td></td>
<td>and charts</td>
<td></td>
</tr>
<tr>
<td>BSBWHS201</td>
<td>BSBIND201</td>
<td>BSBITU112</td>
<td>BSBITU212</td>
<td>ICTICT103</td>
</tr>
<tr>
<td>Contribute to health</td>
<td>Work effectively</td>
<td>Develop keyboard</td>
<td>Create and use</td>
<td>Use, communicate</td>
</tr>
<tr>
<td>and safety of self</td>
<td>in a business</td>
<td>skills</td>
<td>spreadsheets</td>
<td>and search securely</td>
</tr>
<tr>
<td>and others</td>
<td>environment</td>
<td></td>
<td></td>
<td>on the internet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BSBITU211</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Produce digital text</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>documents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This course is delivered online. No hard copies of materials are provided and internet access is essential.

Attendance at three scheduled lessons per week is a mandatory aspect of delivery for the purpose of observation of the development of the student’s skills and competencies. Training and assessment activities for this course include: task work, conversations, demonstration of skills and competencies and, if applicable, work placement.

Two QCE credit points are awarded on the completion of the full qualification.
Work Placement

BSB10115 Certificate I in Business is a vocational subject and industry experience is extremely valuable in enabling students to understand the world of work and to experience working in the chosen vocational area. Students are encouraged to undertake some work placement during the course and should contact their trainer/assessor for more information once enrolled.

Assessment

Assessment for VET courses is competency based.

Students are able to demonstrate the required skills and knowledge during scheduled lessons using video, sharing applications or in conversations; through submission of tasks; and face-to-face at BrisbaneSDE.

Until students complete the course, progress is recorded as ‘Working Towards Competency’ (WTC).

Students do not receive a rating of A–E for VET subjects. BSB10115 Certificate I in Business is issued when all six units are assessed as competent. If the full certificate is not achieved a Statement of Attainment is issued listing units achieved.

No certification can be issued until the student has created and supplied their Unique Student Identifier (USI). (For more information see: www.usi.gov.au.)

<table>
<thead>
<tr>
<th>Folio of documents</th>
<th>Questions</th>
<th>Assessor Observation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students are required to complete tasks according to scenario-based instructions, set within the context of a simulated business environment.</td>
<td>Students answer written assessment questions relating to knowledge and skills of the unit/s of competency being assessed.</td>
<td>Observations are completed by the teacher (assessor) during online lessons as students demonstrate completion of the folio tasks.</td>
</tr>
</tbody>
</table>

Credit transfer

Students who have achieved units of competency in another qualification may be eligible for credit transfer towards the achievement of this qualification. To organise credit transfer, students should contact their trainer/assessor, once enrolled.

Requirements

**Computer hardware:**
- Computer headset and microphone is essential
- Access to a digital camera and/or digital video

**Computer software:**
- Windows 7 or higher
- Microsoft Word, Excel, PowerPoint and Publisher 2010 or higher

Disclaimer

All of the above information is accurate at time of publication.