

# Urangan State High School

RTO Number: 30449



## BSB10115 Certificate I in Business

### Qualification Description

Certificate I in Business provides opportunities for students to use their creativity and derive satisfaction from working with office equipment and technologies as they prepare for future employment and leisure activities. Students who do not wish to be employed in an office environment have the opportunity to develop skills and attitudes that will be beneficial both personally and in a range of work environments. This Certificate is a nationally recognised qualifications.

### Entry Requirements

All students who enrol in a vocational qualification must provide a Unique Student Identifier (USI) number to school management. This can be done through the class teacher to the RTO Manager. Certificates and Statements of Attainment will not be issued to the student if they do not provide a USI number by the conclusion of the course.

### Duration and Location

This is a one-semester course delivered in Semester 2 Years 10 on site at Urangan State High School. Learning will be conducted over 3 x 70min lessons each week over the course of the semester.

### Course Units

To attain a BSB10115 Certificate I in Business, six (6) units of competency must be achieved:

### Unit Code and Title

BSBWHS201	Contribute to health and safety of self and others
BSBITU101	Operate a personal computer
BSBITU102	Develop keyboard skills
BSBCMM101	Apply basic communication skills
BSBADM101	Use business equipment and resources
BSBLED101	Plan skills development

### Delivery Modes

A range of delivery modes will be used during the teaching and learning of this qualification.

These include:

- Face to face instruction
- Work-based learning
- Guided learning
- Online training

### Fees

There are no additional costs involved in this course.

### Assessment

Assessment is competency based and completed in a simulated business environment.

Units of competency are clustered and assessed in this way to replicate as close as possible what occurs in a business office.

Assessment techniques include:

- Observation
- Folios of work
- Questioning
- Projects
- Written and practical tasks

**RTO Obligation**

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all six (6) units of competency will be awarded a Qualification and a record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

**Late enrolments in Certificate courses**

Students enrolling later than the start of the course or changing subjects during the course may not achieve sufficient competencies to be eligible for a certificate; however they may receive a statement of attainment.

**Pathways**

This qualification may articulate into:

BSB20115 Certificate II in Business

BSB30115 Certificate III in Business

Work within a business/office administration area.

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