

RTO provider number 0855

Course Information

BSB10115 Certificate I in Business

About this course

This qualification is an entry-level that allows individuals to develop the basic skills and knowledge to prepare for work within a business environment

This course is nationally accredited within the Australian Qualifications Framework and outlined within the Business Services Training Package (BSB). Further details on this Training Package are available from the Australian Government's training information website:

<http://training.gov.au/Training/Details/BSB>

Study and career pathways

On completion of this qualification, students may continue their studies with the Certificate II in Business. Candidates can also transfer to a School Based Apprenticeship at any time or apply for work as an entry level employee within a range of business contexts.

Length of course

This qualification runs over a six months period with an expected completion time of two (2) terms on campus, however this time frame can be extended based on individual student needs.

Eligibility/entry requirements

To gain entry into this qualification, students must be enrolled in a senior secondary government or registered non-government school at year 10 level or above. There are no other requirements or previous experience required

Fees

There is a fee of \$80.00 which includes all learner resources, assessments and a uniform consisting of a Taminmin College branded polo style shirt. The fee is non-refundable following the second week of the course

This qualification is funded indirectly by the Northern Territory Government as Taminmin College utilises government funds to support student employment outcomes.

How will you learn?

Training and assessment takes place in a fully equipped Business Centre at Taminmin College Campus and utilises a full range of business equipment, procedures and protocols to achieve the required outcomes. This program also includes structured work experience to ensure skills learnt are transferred to the workplace in a meaningful way. The course is delivered one a day a week on Thursday during normal school hours.

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Students will need to supply the following for all classes:

- Pen/pencil for taking notes and completing learner guides
- Notebook/jotter

Structured Work Placement (SWP)

An important component of VET in Schools training is the Structured Work Placement. SWP is organised by Industry Engagement Officers (IEOs) who are the link between the school, host workplace and the Registered Training Organisation (RTO). SWP involves spending a work week each semester with a host employer gaining an insight to the requirements and expectations of a worker within this industry. Students do not receive payment for this experience.

Assessment

Assessments are completed both during classroom sessions and after the work experience component. Assessments vary with each unit of competency and include demonstrations, observation, questions and answers, portfolios and case studies. Students have a set date when assessments must be completed by.

Previous Studies and Skills Recognition

Taminmin College recognises qualifications and statements of attainment issued by other Registered Training Organisations (RTO). If you have completed training with another RTO, please talk to your trainer about receiving credit or recognition of prior learning for this course. Further information on this process is available in the VET student Information Handbook

Credit transfers will be automatic where previous studies have been completed at Taminmin College and the units of competency apply to this qualification.

Exit points

Students may withdraw from this qualification at any time by completing a Withdrawal form and receive a Statement of Attainment for any units of competency successfully completed.

Dress Requirements

Students are required to dress ready for work for all classes. The dress requirements for business are:

- Neat, tidy attire in line with business requirements
- Tailored black trousers or a black business skirt
- Supplied polo shirt



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Program content

This qualification consists of six (6) units of competency from the Business Services Training Package.

BSBWHS201	Contribute to health and safety of self and others
BSBADM101	Use business equipment and resources
BSBCMM101	Apply basic communication skills
BSBITU101	Operate a personal computer
BSBITU102	Develop keyboard skills
BSBWOR202	Organise and complete daily work activities

Support services

Students with special needs, including students with a disability, need to be supported appropriately. Reasonable adjustments will be made to accommodate their special needs. Support for students requiring language, literacy and numeracy skills will be provided by dedicated school staff such as Special Education Support Assistant (SESA)

Student rights and responsibilities

Students have the right to learn and be treated with respect and dignity. Equally they have a responsibility to demonstrate respect for themselves, others and the training environment.

Student responsibilities include:

- Commit to and complete the VET program
- Comply with rules and expectations as detailed in the VET Student Information Handbook
- Comply with work experience requirements
- Comply with workplace health and safety (WHS) requirements
- Attend VET classes on time, dressed appropriately and ready to learn

Further information can be found in the VET Student Information Handbook

For more information contact

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