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BSB10120 Certificate I in Workplace Skills

Vocational Education and Training

RTO Provider number: 0855

Qualifications and Statements of Attainment issued by Taminmin College are recognised by registered training organisations in all Australian states and territories. Taminmin College recognises qualifications and Statements of Attainment issued by registered training organisations in all Australian states and territories.

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About this course

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.

In this course students will become prepared for work by doing a range of tasks including researching topics and presenting their findings in a professional manner, prioritising work tasks, using various business resources to complete assigned tasks and calculating quantities and costs. They will also learn how to support personal wellbeing in the workplace and how to look after the safety of self and others and how to communicate in a professional manner. They will complete administration based tasks and assist in the preparation of school events throughout various areas of the school to support your learning in this course.

This qualification runs over a 6 months period with an expected completion time of one semester on campus. Students are to attend the course one full day per week on Thursdays.

Program content

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

BSBOPS101	Use business resources
BSBPEF101	Plan and prepare for work readiness
BSBWHS211	Contribute to the health and safety of self and others
BSBPEF201	Support personal wellbeing in the workplace
BSBTEC101	Operate digital devices
BSBTEC203	Research using the internet

Study and career pathways

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

Advantages

- Nationally recognised qualification
- Earn credits towards NTCEP
- Develop work skills
- Build confidence and communication skills
- Exposure to potential employers

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
- Polo shirt (supplied)

Vocational Work Placement

An important component of VET in Schools training is the Vocational Work Placement (VWP). VWP is organised by Industry Engagement Officers (IEOs) who are the link between the school, host workplace and the Registered Training Organisation (RTO). VWP 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

Assessment methods include questions to assess the knowledge requirements for each unit of competency and observation of application of practical skills. These assessments will also be used to determine work readiness and the ability to follow workplace instructions and procedures.

How will you learn?

Training and assessment takes place in a fully equipped Business Centre at Taminmin College Campus. The course is delivered one day a week on Thursday during normal school hours. All necessary resources will be supplied however students will need to supply the following for all classes:

- Pen/pencil
- Notebook

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

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.

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 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 placement requirements
- Comply with workplace health and safety (WHS) requirements
- Attend VET classes on time, dressed appropriately and ready to learn



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. All students will undergo an interview prior to acceptance into the course.

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 by the Northern Territory Government as Taminmin College utilises government funds to support student employment outcomes.

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.

Taminmin College will provide training and assessment in accordance with the requirements of the *Standards for Registered Training Organisations (RTOs) 2015* and ensure that the learner will have the opportunity to complete the qualification offered once a completed enrolment form is processed.