
Certificate I in Business BSB10107

Description

This qualification allows individuals to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under direct supervision. The range of technical skills and knowledge is limited.

Job roles and titles vary across different industry sectors. This is an entry level qualification.



Qualification Pathways

There are no prerequisite requirements for individual units of competency.

As the focus of the Certificate I is preparation for entry into work, it is expected that individuals may enter the qualification through a number of entry points including:

- beginning a career
- participating in a VET in Schools Program
- after achieving a Certificate I in a Training Package other than Business Services
- seeking a career transition with vocational experience in industries or environments outside of Business Services.

After achieving the BSB10107 Certificate I in Business, candidates may undertake the BSB20107 Certificate II in Business, a qualification for those seeking to develop further practical skills and fundamental operational knowledge for working in a range of business environments, or other relevant Certificate II qualifications.

Qualification Rules

1 Core Unit + 5 Elective Units = 6 Units

Training & Recognition of Current Competencies (RCC)

Much of the training is delivered on-the-job through reading, interacting with colleagues and completing useful project work. You only need to attend off-the-job training if a competency cannot be acquired at the workplace.

You may already have many of the skills required to qualify for this qualification. There is no need to be trained in things you can already do. NDA will assess current skills and give recognition for relevant competencies.

Core Unit:

BSBOHS201A Participate in OHS processes

Elective Units - choose 5 from electives below:

BSBADM101A Use business equipment and resources
BSBIND201A Work effectively in a business environment
BSBCMM101A Apply basic communication skills
BSBITU101A Operate a personal computer
BSBITU102A Develop keyboard skills
BSBLED101A Plan skills development
BSBSUS201A Participate in environmentally sustainable work practices
BSBWOR202A Organise and complete daily work activities