CERTIFICATE 1 IN BUSINESS BSB10112

STUDENT INFORMATION BOOKLET

2013

Name: _____   Class _____

Description

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

Prerequisite requirements

There are no prerequisite requirements for individual units of competency.

Job Roles

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

Qualification Structure

To attain the *Certificate 1 in Business* 6 units must be achieved:

- 1 core unit; plus
- 5 elective units

CORE UNITS OF COMPETENCY – 15 NOMINAL HOURS		
Code	**Unit of Competency**	**Nominal Hours**
BSBWHS201A	Contribute to health and safety of others	20 hours
ELECTIVE UNITS OF COMPETENCY – 135 NOMINAL HOURS		
BSBADM101A	Use business equipment and resources	15 hours
BSBCMM101	Apply basic communication skills	40 hours
BSBITU102A	Develop keyboard skills	40 hours
BSBSUS201A	Participate in environmentally sustainable work practices	20 hours
BSBLED101A	Plan skills development	20 hours
BSBWOR202A	Organise and complete daily work activities	20 hours

CORE UNIT

BSBWHS201A   Contribute to health and safety of others

This unit describes the performance outcomes, skills and knowledge required to participate in work health and safety (WHS) processes to protect own health and safety, and that of others.

http://training.gov.au/Training/Details/BSBWHS201A

ELECTIVE UNITS

BSBADM101A Use Business equipment and resources

This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person.

http://training.gov.au/Training/Details/BSBADM101A

BSBCMM101A Apply basic communication skills

This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.

http://training.gov.au/Training/Details/BSBCMM101A

BSBITU102A   Develop keyboard skills

This unit describes the performance outcomes, skills and knowledge required to develop basic keyboard skills using touch typing techniques.

http://training.gov.au/Training/Details/BSBITU102A

BSBSU201A   Participate in environmentally sustainable work practices

This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices. This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines.

http://training.gov.au/Training/Details/BSBSUS201A

BSBWOR202A Organise and complete daily work activities

This unit describes the performance outcomes, skills and knowledge required to organise and complete work activities, and to obtain feedback on work performance.

http://training.gov.au/Training/Details/BSBWOR202A

BSBLED101A   Plan skills development

This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser.

COURSE ORGANISATION

4 LESSONS PER WEEK FOR TWO SEMESTERS

SEMESTER 1 2013

TOPIC	UNIT OF COMPETENCY
Develop keyboard skills (E)	BSBITU102A
Use business equipment and resources (E)	BSBADM101A
Apply basic communication skills (E)	BSBCMM101A

SEMESTER 2 2013

TOPIC	UNIT OF COMPETENCY
Plan skills development (E) OR Organise and complete daily work activities	BSBLED101A BSBWOR202A
Participate in environmentally sustainable business practices (E)	BSBSUS201A
Contribute to health and safety of others (C)	BSBWHS201A

ASSESSMENT

Competency Based Assessment

Assessment for the VET components of this course will be competency based. You will be considered to be competent when you are able to apply your knowledge and skills to successfully complete work activities in a range of situations and environments, in accordance with the standard of performance expected in the workplace. You must be able to demonstrate that you can do skills in a range of different circumstances.

Assessment in these units will consist of:

a) A folio of class tasks

b) Observation of students completing summative tasks during class time

c) Questioning

All assessment tools will address the knowledge and skills (including employability skills) required as evidence for the unit of competency

AQF SKILLS LEVEL

Certificate I skills allow a student to:

- Demonstrate knowledge by recall in a narrow range of areas
- Demonstrate basic practical skills
- Perform a sequence of routine tasks where given clear direction
- Receive and pass on messages/information

** *For more information on Certificate 1 in Business refer to the Seton College Homepage "Vocational Education / Work Experience"*

RPL CHECKLIST FOR STUDENTS

To ensure an effective RPL process, students should:

Remember, you can only apply for RPL at the beginning of each semester. The steps below are in sequential order. Use the boxes on the left to tick when you have completed that step.

☐ Obtain information about RPL

☐ Obtain a copy of the Units of Competency for the vocational training program(s) of your subject

☐ Read the relevant learning outcomes or competencies for the training program/s

☐ Complete a self-assessment form for each unit

  (i) assess your abilities/competencies, with the guidance from your teacher and/or counsellor in the learning outcomes or competencies in the training programs

  (ii) decide if you think you possess the knowledge and skills of the learning outcome or competencies in the training programs and if so, you should apply for RPL

☐ Complete an RPL Application Form within 5 days of completing step 4

☐ Gather evidence that supports your application

☐ Give the completed RPL Application Form and evidence to your teacher

☐ Receive notification from your teacher to show either:

  (i) that you have gained RPL

  (ii) that you need to supply more information AND/OR attend an interview

  (iii) that you have not gained full/partial RPL and you receive feedback

☐ **(If you are successful)** you will be exempt from those learning outcomes or competencies in the training program.
  o ensure your Units of Competency are signed off

☐ **(If you were partially successful)** you may decide to progress more quickly through the training program by completing only those aspects for which you do have prior learning. This completes the RPL process for your application

☐ **(If you were unsuccessful)** you may decide to request an RPL Appeals Form that must be lodged within 7 days of written notification that you were initially unsuccessful.

☐ Gather further evidence that supports your application

☐ Submit your completed RPL Appeals Form and further evidence to the nominated person in the school's appeals policy, who will arrange for a second suitably qualified person to assess the evidence

☐ Receive a notification about whether either:

  (iv) *you have gained RPL or*
  (v) *you have not gained full/partial RPL and receive feedback*

☐ Seek to progress more quickly through the training program by completing only those aspects for which you do not have prior learning.

Employability Skills

No	Skill	Element
1	**Communication**	Gathering, conveying and receiving verbal and written information
		Listening and understanding workplace instructions
2	**Teamwork**	Working with colleagues and supervisors to produce workplace documents
3	**Problem solving**	Resolving simple maintenance issues with office equipment
		Solving routine problems related to hazards in the workplace while under direct supervision
4	**Initiative and enterprise**	Raising occupational health and safety issues with the occupational health and safety officer
5	**Planning and organising**	Planning own work schedule to ensure tasks are completed on time
6	**Self-management**	Behaving in ways the contribute to an effective and safe working environment
		Identifying own role and responsibilities
7	**Learning**	Listening to ideas and opinions of other members of the team
		Following safety procedures
8	**Technology**	Operating a range of business equipment

SETON COLLEGE

BSB10112 Certificate I in Business
Student Competency Tracking Sheet, 2013

STUDENT NAME:

TEACHER / ASSESSOR NAME:

Assessment technique = N/A

UNIT OF COMPETENCY	ELEMENT OF COMPETENCY	OUTCOME						
		Demonstration of Performance	Observation	Wksheet	Folio	Sufficient Evidence	C/ NYC	Date
CORE **BSBWHS201A** Participate in OHS processes	E1. Work safely							
	E2. Implement work safety requirements							
	E3. Participate in WHS consultative processes							
BSBADM101A Use business equipment and resources	E1. Select equipment or resources							
	E2. Operate equipment							
	E3. Maintain equipment or resources							
BSBCMM101A Apply basic communication skills	E1. Identify workplace communication procedures							
	E2. Communicate in the workplace							
	E3. Draft written information							
BSBITU102A Develop keyboard skills	E1. Use safe work practices							
	E2. Identify and develop keyboard skills							
	E3.Check accuracy							
BSBLED101A Plan skills development **OR**	E1. Seek advice on future career directions							
	E2. Conduct self assessment of skills							
	E3. Prepare portfolio of evidence							
BSBWOR202A Organise and complete daily work activities	E1 Organise work schedule							
	E2 Complete work tasks							
	E3 Review work performance							
BSBSUS201A Participate in Environmentally Sustainable Work Practices	E1 Identify current resource use							
	E2 Comply with environmental regulations							
	E3 Seek opportunities to improve resource efficiency							

Qualification achieved	**Yes** ❑	**No** ❑	**Entered onto SDCS** ❑	**Date:**