RTO No: 31851

NATIONALLY RECOGNISED TRAINING

CERTIFICATE I IN BUSINESS BSB10115

STUDENT INFORMATION BOOKLET

2018

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

The course includes the following Units of Competency:

Unit code	Unit name	Core (C) / Elective (E)	Electives
BSBWHS201	Contribute to health and safety of self and others	Core	
BSBSUS201	Participate in environmentally sustainable work practices	Elective	List
BSBADM101	Use business equipment and resources	Elective	List
BSBCMM101	Apply basic communication skills	Elective	List
BSBITU102	Develop keyboard skills	Elective	List
BSBWOR202	Organise and complete daily work activities	Elective	List

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CORE UNIT (1)

BSBWHS201   Contribute to health and safety of self and others

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.

https://training.gov.au/Training/Details/BSBWHS201

ELECTIVE UNITS (5)

BSBADM101 Use Business equipment and resources

This unit describes the skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision.

https://training.gov.au/Training/Details/BSBADM101

BSBCMM101 Apply basic communication skills

This unit describes the skills and knowledge required to develop basic communication skills in the workplace in particular gathering, conveying and receiving information together with completing assigned written information.

https://training.gov.au/Training/Details/BSBCMM101

BSBITU102   Develop keyboard skills

This unit describes the skills and knowledge required to develop basic keyboard skills using touch typing techniques in a broad range of settings.

https://training.gov.au/Training/Details/BSBITU102

BSBSU201   Participate in environmentally sustainable work practices

This unit describes the skills and knowledge required to effectively measure current resource use and carry out improvements, including reducing the negative environmental impact of work practices.

https://training.gov.au/Training/Details/BSBSUS201

BSBWOR202 Organise and complete daily work activities

This unit describes the skills and knowledge required to seek feedback for performance improvement and use current technology appropriate to the task.

https://training.gov.au/Training/Details/BSBWOR202

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COURSE ORGANISATION – TRAINING PLAN

4 LESSONS PER WEEK FOR TWO SEMESTERS

Delivery & Assessment
Clustering provides a holistic training and assessment option. Units will be clustered as follows:

Cluster 1 (2 units):

BSBITU102	Develop keyboard skills
BSBADM101	Use business equipment and resources

Stand Alone Units:

BSBCMM101	Apply basic communication skills
BSBWOR202	Organise and complete daily work activities
BSBSUS201A	Participate in environmentally sustainable work practices
BSBWHS201	Contribute to health and safety of self and others

SEMESTER 1 2016

TOPIC	UNIT OF COMPETENCY
Develop keyboard skills (E)	BSBITU102
Use business equipment and resources (E)	BSBADM101
Apply basic communication skills (E)	BSBCMM101

SEMESTER 2 2016

TOPIC	UNIT OF COMPETENCY
Organise and complete daily work activities	BSBWOR202
Participate in environmentally sustainable business practices (E)	BSBSUS201
Contribute to health and safety of self and others (C)	BSBWHS201

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ASSESSMENT

Competency Based Assessment

Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.

Assessment means the process of collecting evidence and making judgments on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specified in a training package or VET accredited course

Assessment in these units will consist of:

a) A folio of class tasks

b) Observation of students completing summative tasks during class time

c) Quizzes, Written Activities

d) Team Project

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 I in Business (BSB10115) refer to the

Seton College Homepage

➢ *Life at Seton*
    ➢ *Curriculum*
        ➢ *Vocational Education*

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CREDIT TRANSFER

Credit Transfer recognizes previous formal learning. It is a system whereby successfully completed units of study from one course can be transferred to another course

For example. If you have completed a "workplace communication unit" in Business it may also be the same for the Active Volunteering.

Therefore you only have to do the unit once.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

a) Formal learning referees to learning that takes place through a structured program of instruction and is linked to the attainment of an AQF qualification or statement of attainment (eg, a certificate, diploma or university degree);

b) Non-formal learning refers to learning that takes place through a structured program of instruction, but does not lead to the attainment of an AQF qualification or statement of attainment (eg, in-house professional development programs conducted by a business); and

c) Informal learning refers to learning that results through experience of work-related, social, family, hobby or leisure activities (eg the acquisition of interpersonal skills developed through several years as a sales representative).

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

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- ☐ **(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

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