



Australian Government

BSB10115 Certificate I in Business

Release 2

BSB10115 Certificate I in Business

Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

Qualification Description

This entry-level qualification allows individuals across a variety of industry sectors 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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 6

1 core unit plus

5 elective units, of which:

- 4 elective units must be selected from the elective units listed below
- 1 elective unit may be selected from the remaining elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBWHS201 Contribute to health and safety of self and others

Elective Units

BSBADM101 Use business equipment and resources

BSBIND201 Work effectively in a business environment

BSBCMM101 Apply basic communication skills

BSBITU111 Operate a personal digital device

BSBITU112 Develop keyboard skills

BSBITU211 Produce digital text documents

BSBITU212 Create and use spreadsheets

BSBLED101 Plan skills development

BSBSUS201 Participate in environmentally sustainable work practices

BSBWOR202 Organise and complete daily work activities

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB10115 Certificate I in Business Release 2	BSB10115 Certificate I in Business Release 1	Updates to codes and titles in the unit list	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

