



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSB10107 Certificate I in Business**

**Revision Number: 1**

## **BSB10107 Certificate I in Business**

### **Modification History**

Not applicable.

## Description

### Descriptor

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.

### Job Roles

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

## Pathways Information

### Qualification Pathways

#### *Entry requirements*

There are no entry requirements for this qualification.

#### *Pathways into the qualification*

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 qualification in a Training Package other than Business Services
- seeking a career transition with vocational experience in industries or environments outside of Business Services.

#### *Pathways from the qualification*

After achieving this qualification candidates may undertake:

- BSB20107 Certificate II in Business
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## Licensing/Regulatory Information

### Licensing, Legislative, Regulatory or Certification Considerations

There is no direct link between this qualification and licensing, legislative and/or regulatory requirements. However, where required, a unit of competency will specify relevant licensing, legislative and/or regulatory requirements that impact on the unit.

## Entry Requirements

Not applicable.

## Employability Skills Summary

### EMPLOYABILITY SKILLS QUALIFICATION SUMMARY

The following table contains a summary of the Employability Skills required by industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Employability Skill	Industry/enterprise requirements for this qualification include:
Communication	<ul style="list-style-type: none"> <li>gathering, conveying and receiving verbal and written information</li> <li>listening and understanding workplace instructions</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>working with colleagues and supervisors to produce workplace documents</li> </ul>
Problem-solving	<ul style="list-style-type: none"> <li>resolving simple maintenance issues with office equipment</li> <li>solving routine problems related to hazards in the workplace, while under direct supervision</li> </ul>
Initiative and enterprise	<ul style="list-style-type: none"> <li>raising occupational health and safety issues with the occupational health and safety officer</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>planning own work schedule to ensure tasks are completed on time</li> </ul>
Self-management	<ul style="list-style-type: none"> <li>behaving in ways that contribute to an effective and safe working environment</li> <li>identifying own roles and responsibilities</li> </ul>
Learning	<ul style="list-style-type: none"> <li>listening to ideas and opinions of other members of the team</li> <li>following safety procedures</li> </ul>
Technology	<ul style="list-style-type: none"> <li>operating a range of business equipment</li> </ul>

## Packaging Rules

### Packaging Rules

**Total number of units = 6**

**1 core unit** plus

**5 elective units**

**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.

### **Core unit**

#### **Occupational Health and Safety**

BSBOHS201A Participate in OHS processes

### **Elective units**

#### **General Administration**

BSBADM101A Use business equipment and resources

#### **Industry Context**

BSBIND201A Work effectively in a business environment

#### **Interpersonal Communication**

BSBCMM101A Apply basic communication skills

#### **IT Use**

BSBITU101A Operate a personal computer

BSBITU102A Develop keyboard skills

BSBITU202A Create and use spreadsheets

#### **Learning and Development**

BSBLED101A Plan skills development

#### **Sustainability**

BSBSUS201A Participate in environmentally sustainable work practices

#### **Workplace Effectiveness**

BSBWOR202A Organise and complete daily work activities