



Australian Government

BSB10112 Certificate I in Business

Release: 1

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Modification History

Release	Comments
Release 1	<p>This Qualification first released with <i>BSB07 Business Training Package version 7.0</i>.</p> <p>Replaces and is equivalent to BSB10107 Certificate I in Business.</p> <p>Updated Core Unit:</p> <ul style="list-style-type: none">• BSBOHS201A Participate in OHS processes replaced with BSBWHS201A Contribute to health and safety of self and others.

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.

Job roles

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

Pathways Information

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:

- BSB20112 Certificate II in Business.

Licensing/Regulatory Information

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

There are no entry requirements for this qualification.

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

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.

Core unit

BSBWHS201A Contribute to health and safety of self and others

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