



**Australian Government**

# **BSB10112 Certificate I in Business**

**Release: 2**

## BSB10112 Certificate I in Business

### Modification History

Release	Comments
Release 2	<p>This version first released with <i>BSB07 Business Services Training Package Version 9.0</i>.</p> <p>Replaces and is equivalent to BSB10112 Certificate I in Business.</p> <p>BSBITU201A Produce simple word processed documents, included as an elective unit.</p>
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"><li>• BSBOHS201A Participate in OHS processes replaced with BSBWHS201A Contribute to health and safety of self and others.</li></ul>

### 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.*

<b>Employability Skill</b>	<b>Industry/enterprise requirements for this qualification include:</b>
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

**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

BSBITU201A Produce simple word processed document

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