



Australian Government

BSB10120 Certificate I in Workplace Skills

Release: 1

BSB10120 Certificate I in Workplace Skills

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

Qualification Description

This qualification reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

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

2 core units plus

4 elective units, of which:

- 2 elective units must be selected from the elective units listed below
- for the remaining 2 elective units:
 - up to 2 units may be selected from the elective units listed below
 - if not listed, up to 2 units may be selected from a Certificate I or Certificate II from this or any other currently endorsed Training Package qualification or accredited course.

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

BSBOPS101 Use business resources

BSBPEF101 Plan and prepare for work readiness

Elective units

BSBCMM211 Apply communication skills

BSBCRT201 Develop and apply thinking and problem solving skills

BSBDAT201 Collect and record data

BSBOPS201 Work effectively in business environments

BSBOPS202 Engage with customers

BSBPEF201 Support personal wellbeing in the workplace

BSBPEF202 Plan and apply time management

BSBSUS211 Participate in sustainable work practices

BSBTEC101 Operate digital devices

BSBTEC203 Research using the internet

BSBTWK201 Work effectively with others

BSBWHS211 Contribute to the health and safety of self and others

FSKDIG002 Use digital technology for routine and simple workplace tasks

FSKLRG011 Use routine strategies for work-related learning

FSKOCM006 Use oral communication skills to participate in workplace teams

ICTICT221 Identify and use specific industry standard technologies

Qualification Mapping Information

No equivalent qualification. Supersedes but is not equivalent to BSB10115 Certificate I in Business.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>