BSB10115 Certificate I in Business

RTO Provider: Murgon State High School

RTO Number: 30336

Status: VET
Qualification Description

This qualification prepares students to perform basic business skills and knowledge in a business context under direct supervision. Job roles include administration assistant, receptionist.

Refer to http://training.gov.au website for specific information about the qualification.

Duration and Location
This is a One-year course delivered in Year 10 on site at Murgon State High School.

Core and Elective units for the completion of Certificate 1 in Business

Unit Code	Title
BSBWHS201	Contribute to Health & Safety of Self & Others
BSBITU111	Operate a Personal Digital Device
BSBITU112	Develop Keyboard Skills
ICTICT104	Use Digital Devices [imported unit]
BSBSUS201	Participate in Environmentally Sustainable Work Practices
BSBLED101	Plan Skills Development

Development of skills is to be project based in a live-work type situation with theory elements and research assignments included to develop and test knowledge and understanding.

Course Structure:
This is a one year course, with a strong 'hands on' focus. The projects are designed to embed the units and modules so whilst the students are completing their projects they are working towards Certificate I Business.

Delivery Modes:
A range of delivery modes will be used during the teaching and learning of this qualification.
Face to face instruction
Simulated Work-based learning
Guided learning

Fees:
There are no additional costs involved in this course.

Assessment:
Competency based assessment is the ability to **consistently** demonstrate knowledge, understanding and skill to complete a defined task.

Students are **not** marked A-E, they are either able to demonstrate competency to the national standards or they continue to develop knowledge and understanding until they are able to demonstrate competency through practical skills.

During the course of study a variety of assessment techniques will be used including: short answer or response tests, written responses, oral presentations, assignments, practical work and teacher observation of skills and group participation.

RTO Obligation
The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 6 units of competency will be awarded a Qualification and a record of results. Students who achieve at least one unit of competency (but not the full qualification) will receive a Statement of Attainment.

Future Options:
On successful completion of this course, students will:
* be able to carry out a limited range of entry-level tasks within positions commensurate with the modules chosen.
* possess a range of skills, attitudes and knowledge that will assist them in roles not specifically related to employment e.g. as a citizen in general.
* be eligible for appropriate credit into courses offered by other training providers where such courses, or their relevant parts, are based on the same industry competency standard

Assessment project / activity / task *(All codes and names must match Section 8)*					
Project 1	*Career Development*				
Estimated duration	*10 weeks*	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units.)		**Evidence-gathering tool code**
Description *(summary)*	Students will research careers of interest to them and plan ways to develop the necessary skills required to achieve their goal. Throughout this process they will develop their skills in using a personal computer and improving keyboard proficiency.	• BSBLED101 – Plan Skills Development • BSBITU111 – Operate A Personal Digital Device • BSBITU112 – Develop Keyboard Skills	**Observation checklist**	☑	*P1OBS1*
			Questions checklist		
			Review of product /service against specifications		
			Review folio of work against specifications	☑	*P1FOLIO1*
			Third party report		
			Safety induction checklist		
Project 2	Health, Safety & Sustainability in Business				
Estimated duration	10 weeks	**Unit/s for which evidence will be gathered** *Mapping tool aligns evidence to performance and knowledge requirements, see Section 8.*	**Evidence-gathering techniques used** (More than one technique must be ticked for each unit or cluster of units)		**Evidence-gathering tool code**
Description *(summary)*	Workplace Health and Safety – Student will study Workplace Health and Safety focusing on its importance within any workplace. They will learn how they can contribute to Workplace Health and Safety as well as learn how to identify risks and report them to appropriate personnel. Throughout this process they will further develop skills in using a personal computer and improving keyboard proficiency. They will also use digital devices to assist in the recording of Workplace, Health & Safety issues.	BSBWHS201 – Contribute to Health & Safety of Self & Others ICTICT104 - Use Digital Devices BSBSUS201 – Participate in Environmentally Sustainable Work Practices	**Observation checklist**	☑	*P1OBS1*
			Questions checklist		
			Review of product /service against specifications		
			Review folio of work against specifications	☑	*P1FOLIO1*
			Third party report		
			Safety induction checklist		