



Workplace
Training
Specialists

BSB10107 Certificate I in Business

The Certificate I in Business offered at RMT provides an introduction to the business world and will develop basic skills and knowledge to prepare you for work. It is an entry level qualification that will prepare you for various job roles across different industry sectors.

Entry Requirements

There are no prerequisite requirements for individual units of competency. As the focus of a Certificate I is preparation for entry into work, it is expected that 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

Length of study

Total nominal hours:	115-170 hrs
Avg. Contact time:	4 hrs/month
Avg. Research time:	10 hrs/month
Full time duration:	4-6 months
Part-time duration:	8-12 months

Cost of Course

\$1500

Option 1

Pay now and receive a 10% discount

Option 2

Pay in 2 six monthly payments

Online Delivery

Online delivery provides a very flexible way to study. It means that you can learn at anytime and any place and Internet based classroom means you still have contact with your trainers.

Upon enrolment you will be provided with course materials for each unit and you will be able to work through them in your own time. In addition you will receive the following support:

- Regular contact with trainer via email
- Scheduled Internet based classroom session
- Contact via phone, email and Skype
- Assessment of each unit upon completion

The course has been designed and developed to be studied online to enable people currently employed to participate and for others living in non-local areas to remove the cost of travel and accommodation associated with regular classroom tuition

The course materials will be made available via post and through access to a learning management system, where you will also be able to submit assignment work for assessment by your trainer.

Head Office

PO Box 1256

BERRI, South Australia, 5343

Telephone: (08) 8582 3658

Fax: (08) 8582 3662

Email: admin@r-m-t.com.au



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Course structure

Total number of units = 6, made up of 1 core unit plus, 5 elective units

Unit code	Unit name	Description
BSBOHS201A (core unit)	Participate in OHS processes	This unit describes the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and that of others.
BSBADM101A	Use business equipment and resources	This unit describes the performance outcomes, skills and knowledge required to choose equipment and resources to complete a variety of tasks under direct supervision and includes operating equipment, undertaking routine maintenance and reporting faults to the appropriate person
BSBIND201A	Work effectively in a business environment	This unit describes the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. It includes identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.
BSBCMM101A	Apply basic communication skills	This unit describes the performance outcomes, skills and knowledge required to develop communication skills in the workplace. It covers gathering, conveying and receiving information, along with completing assigned written information under direct supervision.
BSBITU101A	Operate a personal computer	This unit describes the performance outcomes, skills and knowledge required to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions.
BSBITU102A	Develop keyboard skills	This unit describes the performance outcomes, skills and knowledge required to develop basic keyboard skills using touch typing techniques.
BSBLED101A	Plan skills development	This unit describes the performance outcomes, skills and knowledge required to identify and document current skills and to plan future skills development under the guidance of an appropriate adviser.
BSBSUS201A	Participate in environmentally sustainable work practices	This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices.
BSBWOR202A	Organise and complete daily work activities	This unit describes the performance outcomes, skills and knowledge required to organise and complete work activities, and to obtain feedback on work performance.

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Registration of Interest Certificate I in Business

Name	_____
Address	_____
Phone	_____
Mobile	_____
Email	_____

Details of Training Qualifications completed

Study intentions

Study reasons

Employer support

Do you have internet access at work and at home _____

If yes, what type of internet access do you have _____

Other information:
