



# BSB10120 CERTIFICATE I WORKPLACE SKILLS



# BSB10120 - Certificate I in Workplace Skills

This course provides a range of introductory skills and knowledge to provide learners an understanding of the business environment and prepare them for the workplace.

It covers learning how to work safely and effectively in a business environment, managing workload, working as part of a team, managing resources, planning future skills and using a computer.

## Units of Competency

A total of six (6) units to be completed:

### Core:

BSBOPS101	Use business resources
BSBPEF101	Plan and prepare for work readiness

### Elective:

BSBCMM211	Apply communication skills
BSBCRT201	Develop and apply thinking and problem solving skills
BSBPEF201	Support personal wellbeing in the workplace
BSBTWK201	Work effectively with others

## Delivery

**Duration:** The course will run for one semester, timetabled from 8.30 – 3pm one day per week during school terms.

**Delivery Mode:** Classroom based tasks and assessments with online access to resources. Assessment and the relevant resources/guides are provided.

Students may participate in vocational block weeks at the end of each term.

**Prerequisites:** Nil.

**Location:** At MacKillop Catholic College training room; and vocational workplace.

**Cost:** There is no course cost for school students; adult to contact the office for further information.

## Recognition

The RTO will provide students, who successfully complete this program, with a nationally accredited qualification; or a Statement of attainment for partial completion. All qualifications or units can contribute to the Northern Territory Certificate of Education and Training (NTCET).

## Pathways

Career Opportunities are varied and may include general entry level Business, entry level broadcasting/media, entry level photography/graphic design or entry level web/social media support.

## Contact us

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MacKillop Catholic College Registered Training Organisation (RTO 45147), established in 2017 has a commitment to making a difference, however big or small, in the lives of each young person to “be the best they can be”. The RTO employs dedicated and skilled trainers to provide training for adults and school students, to equip learners with the skills, knowledge and attributes needed for life, and the workplace, through the provision of nationally recognised qualifications.

The RTO is compliant to the standards for quality training.

