BSB10107 CERTIFICATE I IN BUSINESS

DESCRIPTOR
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.

QUALIFICATION PATHWAYS
Entry requirements
There are no entry requirements for this qualification.

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:

- BSB20107 Certificate II in Business
LICENSING/REGULATORY INFORMATION

Licensing, Legislative, Regulatory or Certification Considerations
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
Not applicable.

PACKAGING RULES

Total number of units = 6
1 core unit plus
5 elective units
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
Occupational Health and Safety
BSBOHS201A Participate in OHS processes

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
- 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

**CLASSIFICATIONS**

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