About this Program
This entry level qualification will develop skills and knowledge needed in business. The introductory certificate provides six units covering introductory office and computing skills. It is an ideal qualification for students entering the workplace or seeking a career change into business. It will prepare students for work in a variety of industries.

How you will learn
This program is provided as a mix of online and in booklet form. With this we offer full teacher support. Where students already have the skills covered in a unit this will be recognised, and the student will not need to study these areas. You can study anywhere anytime.

Course outcomes
A Certificate I in Business will allow you to undertake a range of office and administrative tasks in a business environment.

Career opportunities
Graduates will complete this nationally recognised program with skills and knowledge required by business professionals across a range of industries. This is an entry level qualification and AQI will support students with career and training advice.

Pathways to further learning
Graduates will be invited to undertake further study in a higher level qualification such as the Certificate II in Business (BSB20115). AQI will provide you with advice and support on further training.

AQI Certificate programs are ‘ladderised’, such that all six units in your Certificate I in Business can be used as credit towards your Certificate II in Business. This reduces the units required for Certificate II in Business from 12 to 6. Students progressing to a Certificate III in Business will also receive some credit.
BSB10115 - Certificate I in Business

Duration
This course usually takes 10 hours per week over 10 weeks, but students can complete it in less time if they choose to accelerate their learning. The maximum timeframe is one year.

Entry Requirements
There are no specific entry requirements for this Certificate program except AQI’s requirement that those students who have English as a Second Language must have sound English language skills which generally equate to an IELTS score of 5.5.

Program units
To obtain this qualification, students will complete the following units:
Where students have already completed similar units, or have developed good skills through experience in any of the units, they may receive recognition. That is, they will not need to study the relevant units.

- BSBITU201  Produce simple word processed document
- BSBWHS201  Contribute to health and safety of self and others
- BSBSUS201  Participate in environmentally sustainable work practices
- BSBITU202  Create and use spreadsheets
- BSBIND201  Work effectively in a business environment
- BSBWOR202  Organise and complete daily work activities

National Recognition
This qualification is recognised nation-wide and is taken from the Australian Business Services Training Package.

Recognition of Prior Learning
Do you already have experience?
Recognition of Prior Learning (RPL) takes into account the knowledge and skills you have already gained through your previous education and work. You can earn credit for this qualification if you have:

1. completed relevant formal or informal training, or
2. have developed skills in these areas through experience, or
3. if you can demonstrate the skills required.

For further details refer to www.aqi.edu.au.

Australian Qualifications Institute AQI, Registered Training Organisation No 40744
Email: enquiries@AQI.edu.au
www.aqi.edu.au