



# WORKPLACE SKILLS

BSB10120 Certificate I in  
Workplace Skills



REGISTER YOUR INTEREST

# 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.

## Qualification Units

**6 units** of competency:

### 2 Core:

- |           |                                     |
|-----------|-------------------------------------|
| BSBOPS101 | Use business resources              |
| BSBPFE101 | Plan and prepare for work readiness |

### 4 Electives:

- |           |   |
|-----------|---|
| BSBCMM211 | Apply communication skills                            |
| BSBCRT201 | Develop and apply thinking and problem solving skills |
| BSBPFE201 | Support personal wellbeing in the workplace           |
| BSBTWK201 | Work effectively with others                          |

## Requirements

- A **Laptop** with Microsoft Word.
- **Uniform:** CENTVET polo shirt (learner to purchase). Neat, tidy clothing that meets workplace expectations (avoid short shorts, cycling shorts, and midriff tops). Shoes with back strap or enclosed shoes.

## Pathways

After completing this course, you may continue in any field of study.

Career opportunities are varied and may include entry level positions or further study in various industries such as: Administration, Community Services, Education Support, Early Childhood, Healthcare, Retail and Customer Service.

## Delivery

**Duration:** Runs for one semester

**Dates:** 2 February start - every Monday

**Time:** 8.30am – 3:00pm during school terms

**Mode:** Face-to-face classes, theory assessments, practical activities, and possible excursions.

**Assessments:** All learning materials, and assessments are provided. To be completed in electronic format.

**Where you will learn:** Training takes place at the VET Centre on the grounds of MacKillop Catholic College and other sites of interest.

**Fees:** No course cost for learners in school  
Adults contact office for fees.

*Check with the office for any 3rd party delivery of this qualification.*

## Recognition

When you successfully complete this qualification, you will receive a nationally recognised Certificate. For partial completion, you will receive a Statement of Attainment for the units achieved. Units may contribute toward your Northern Territory Certificate of Education and Training (NTCET).

## Contact Us

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*CENTVET RTO (46485) is compliant with the standards for quality training. Full details are on the website.*

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