



Nanango State High School

RTO number: 30415



BSB10120 Certificate I in Workplace Skills

Qualification description

This qualification reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

This qualification provides a range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

Refer to training.gov.au for specific information about the qualification.

Entry requirements

There are no entry requirements for this qualification. A BYOx Laptop is highly recommended for this subject.

Duration and location

This is a one-year course delivered in Year 10 Humanities at Nanango State High School. All Year 10 students will therefore have the opportunity to complete this qualification.

Course units

To attain a BSB10120 Certificate I in Workplace Skills, 6 units of competency must be achieved

Unit code	Title
BSBOPS101	Use business resources
BSBPEF101	Plan and prepare for work readiness
BSBCMM211	Apply communication skills
BSBDAT201	Collect and record data
BSBTEC101	Operate digital devices
BSBTEC203	Research using the internet

RTO obligation

The RTO guarantees that the student will be provided with every opportunity to complete the qualification. We do not guarantee employment upon completion of this qualification.

Students who are deemed competent in all 6 units of competency will be awarded a Qualification and a record of results.

Students who achieve at least one unit of competency (but not the full qualification), will receive a Statement of Attainment.

Delivery modes

A range of teaching and learning strategies will be used to deliver these competencies. These include:

- Assessment tasks and learning activities conducted within Year 10 Humanities classes
- Practical (work-based) tasks

*Students will complete Cert. I WPS as part of their work in Year 10 Humanities

Fees

There are no additional costs involved in this course.

Assessment

Assessment is competency based and therefore no levels of achievement are awarded. Refer to Nanango State High School 'Handbook for Vocational Education and Training for Students.' Students will be provided with access to this Handbook. The Handbook is also available on Nanango SHS Website.

Assessment for this qualification is continuous and units of competency have been clustered into groups and assessed this way.

Assessment techniques include:

- observation
- questioning
- projects
- written and practical tasks
- SET Plan
- Field work

Work placement

No work placement required for this course.

Pathways

After achieving this certificate, students may undertake Certificate II in workplace Skills (BSB20120)

Further Information: Contact Mr Brent Snow – HOD: Senior Schooling, VET, Social Science and Business (bsnow11@eq.edu.au). For information regarding support services and other general VET information refer to Nanango State High School 'Handbook for Vocational Education and Training for Students', and School Website (under 'Vocational Education').