



BSB10115 Certificate I in Business

For people with an intellectual or learning disability

Duration

This is a 1 year full-time course. Part time enrolment for this course may be an option, if places are available.

Students will attend Leederville campus for two days per week and work experience for 1 day per week within a business environment.

Description

The Certificate I in Business is a vocational course developed specifically to train students with intellectual or learning disabilities in the skills needed to access and maintain employment in today's work environment.

Units

- BSBLED101 Plan skills development
- BSBCMM101 Apply basic communication skills
- BSBADM101 Use business equipment and resources
- BSBWHS201 Contribute to health and safety of self and others
- BSBITU112 Develop keyboard skills
- BSBITU111 Operate a personal digital device

Additional support is also provided through the following modules:

- USIQ (extra delivery hours to support the primary qualification)
- Work experience

Entrance requirements

Students will be interviewed to assess suitability and must:

- Be personally motivated to attend and participate with other students in the class.
- Demonstrate behaviour appropriate to an adult learning environment.
- Have appropriate literacy and computing skills to manage course content and workplace requirements.

Please note that due to limited class sizes, meeting entrance requirements does not guarantee applicants a place in this course.

Unique Student Identifier (USI)

All prospective students must have a USI before they can enrol in any course at North Metropolitan TAFE. A USI is available from the following Government website and is free www.usi.gov.au

How to apply

Selection is by interview, which may also include an academic assessment.

Interviews for classes and courses starting in February 2021 will take place in D Block Leederville campus from Tuesday 1 December to Tuesday 8 December 2020. You will need to attend only one (1) interview, even if you are interested in more than one course.

Please email Jenny.White@nmtafe.wa.edu.au for more information.

Course commencement date

All classes and courses start the week commencing Monday 1 February, 2021.