



Certificate I in Business

BSB10115 | For people with an intellectual or learning disability

Duration

This is a 1 year full-time course, with part-time enrolment available subject to vacancies.

Students will attend Leederville Campus for two days per week and structured work placement for 1 day per week within a business environment.

Description

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

Units

BSBLED101	Plan skills development
BSBCMM1	Apply basic communication skills
BSBADM	Use business equipment
BSBWHS20	Contribute to health and safety of self and others
BSBITU101	Operate a personal computer
BSBITU102	Develop keyboard skills

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 actively 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 spaces, minimum requirements do not guarantee applicants a place.

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/when to apply

Selection is by personal interview, which will also include a literacy and computing assessment.

All interviews for classes and courses starting in February 2019 will take place in D Block Leederville Campus from Monday 26 November to Wednesday 6 December 2018.

Please contact jennifer.white@nmtafe.wa.edu.au in advance to arrange an interview time.

Course commencement date

All classes and courses start the week commencing Monday 4 February 2019.