

# BSB10120 Certificate I in Workplace Skills

## 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.

## ELIGIBILITY/ENTRY REQUIREMENTS

There is no specific entry requirement required for this qualification.

To ensure you have the right skills and support to succeed in your course, a Language, Literacy and Numeracy (LL&N) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

## DELIVERY DETAILS

Location(s)	Duration*	Study mode
Alice Springs	This program is delivered over a period of 6 to 12 months.	On campus or face-to-face
Wadeye, Gapuwiyak, Lajamanu, Kalkarindji, Timber Creek, Yarralin and Katherine	This program is delivered over a period of 6 to 12 months.	Off campus: delivered in one-week or two-week blocks

\* Duration will vary depending on how long a student takes to reach the required competency level.

## FEES

Fee Type	2024 Course Fees
NT Government Supported*	\$647.50
Full Fee	\$1,750.00

\*This course is supported by the NT Government for domestic [eligible](#) students who are NT residents. A limited number of NT Government supported places are available, so secure your place now.

Fees shown are indicative and subject to change annually. Actual course fees may vary depending on the units chosen. International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type.

For further clarification and information on fees, fee exemptions, payment options, instalment plans, and refunds, contact CDU on 1800 061 963 or refer to [TAFE Fees and Payments](#)

## ASSESSMENT

Assessments vary with each unit. You will be provided with an assessment guide.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL is a process that determines whether the skills, knowledge and experience you've gained through your previous study, work or life experience can count towards a vocational training qualification at CDU. For more information, [VET RPL](#).

## RESOURCES

Students are issued with learning materials and handouts for each unit.

## STUDY AND CAREER PATHWAYS

Further training pathways from this qualification include but are not limited to BSB20120 Certificate II in Workplace Skills.

There are no specific job roles associated with this qualification, however it prepares candidates for entry into further studies or entry level administrative positions.

## QUALIFICATION CONTENT

To achieve a BSB10120 Certificate I in Workplace Skills a total of six (6) units of competency must be completed comprising two (2) core and four (4) elective units as detailed in the packaging rules and listed below. The electives offered may vary between campuses.

### CORE UNITS

BSBOPS101	Use business resources
BSBPEF101	Plan and prepare for work readiness

### ELECTIVE UNITS

BSBCMM211	Apply communication skills
BSBTEC101	Operate digital devices
BSBTEC201	Use business software applications (unnamed)
BSBWHS211	Contribute to the health and safety of self and others

## WITHDRAWING FROM A QUALIFICATION

You may withdraw from this qualification and receive, where relevant, a Statement of Attainment for all units of competency you have successfully completed.

## SUPPORT SERVICES

The University supplies support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Student Advocacy, Indigenous Tutorial Support Services, International Student Support Services, Library Services, and VET Learner Support Services.

More information is available at [Student Support](#).

## CONTACT DETAILS

Commerce and Information Technology

E. [vet.business@cdu.edu.au](mailto:vet.business@cdu.edu.au)

T. 08 8946 8877 (WFD) 08 8959 5312 (ASP) Student Central 1800 061 963

W. <https://www.cdu.edu.au/study/essentials>

For further information regarding student life at CDU, please refer to  
<https://www.cdu.edu.au/study/student-life>.