

# 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.

A Language, Literacy, Numeracy and Digital Literacy (LLND) evaluation helps identify any areas where you may need additional support to help you achieve your goals.

## DELIVERY DETAILS

|               |                                                                                         |
|---------------|-----------------------------------------------------------------------------------------|
| Location(s)   | Alice Springs, Katherine, Tennant Creek, Nhulunbuy, Remote                              |
| Duration*     | 3 months                                                                                |
| Study mode ^^ | Face-to-face                                                                            |
| Dates ^       | A specific commencement date will be determined in consultation with the delivery team. |
| Attendance    | Face-to-face block delivery: 1 week block (30 hours delivery) with learner support      |

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

^ Course timetable will be provided on application for the course.

^^ Information relating to study modes can be found in the 2026 TAFE Student Guide

## FEES

| Fee Type                 | 2026 Course Fees |
|--------------------------|------------------|
| NT Government Supported* | \$327.25         |
| Full Fee                 | \$986.00         |

\*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. For International non-student visa-holders; study eligibility needs to be verified before enrolment. Fees may vary depending on the visa type. The course fee rates will vary for commercial contract arrangements.

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

Skills and knowledge assessments are an essential step in progressing through your course. You may be assessed in a number of ways including written assessment, questioning, portfolios, work samples, direct observation, practical assessments and third-party feedback.

Throughout your course you will receive information about assessments including how, when and where assessments will be conducted.

## 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](#).

## CREDIT TRANSFER (CT)

Charles Darwin University as a Registered Training Organisation recognises the Australian Qualifications Framework qualifications and Statement of Attainments issued by any other Australian Registered Training Organisation (RTO).

Students are encouraged to submit any requests for credit from previous studies at the time of enrolment, to ensure they are not enrolling in units they may not need to undertake.

## RESOURCES

Students are issued with all learning resources relevant to the units.

## 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 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              |
| BSBPPEF101 | Plan and prepare for work readiness |

### ELECTIVE UNITS

|           |                                                               |
|-----------|---------------------------------------------------------------|
| BSBTEC101 | Operate digital devices                                       |
| FSKDIG002 | Use digital technology for routine and simple workplace tasks |
| FSKLRG011 | Use routine strategies for work related learning              |

## 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 provides support for students in many areas, including Accommodation, Careers and Employability, Counselling, Disability Services, Financial Support 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 - Life, Health and Wellbeing](#)

## CONTACT DETAILS

Business and Workforce Management

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

T. 08 8946 7517 (ECP) 08 8959 5312 (ASP)

W. <https://www.cdu.edu.au/tafe>

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