



BSB10120 **Certificate I in Workplace Skills**

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.

Course Information

This will be provided to all enrolled students via the following methods:

- Face-to-face individually tailored training sessions in the classroom which will involve detailed instruction on how to complete learning activities through utilising workplace-based tasks. This will ensure practical learning components are relevant and add value in the workplace.
- The issuance of additional resources to support the learning, such as links to relevant websites, video clips and paper-based resources.

Accommodation will be made to enable any necessary adjustment to the Training Plan if this is deemed helpful to some students.

For information regarding refunds, LLN issues, Recognition of Prior Learning, available support services and other relevant information, please refer to our Student Guide. This can be found on our website or provided on request.

We are based in three convenient locations around Tasmania.

Hobart

1 Bowen Rd
PO Box 447
Moonah TAS 7009

Launceston

26 Elizabeth St
PO Box 5500
Launceston TAS 7250

Devonport

56 Oldaker St
Devonport TAS 7310





Course Delivery

Training will be delivered by one of our professional trainers who have extensive industry experience. On successful completion you will be awarded with the nationally recognised qualification BSB10120 – Certificate I in Workplace Skills.

Course Content

There are 6 units, 2 core, 4 electives to completed in BSB10120 Certificate I in Workplace Skills. Training utilises materials such as: learner guides, relevant websites, paper-based and electronic resources. Assessments will be conducted using a variety of assessment tools including observation and knowledge questions.

On completion of this qualification, participants will be able to demonstrate the practical skills and knowledge regarding:

- Communicating effectively
- Work health and safety
- Time management skills

Units of Competency

BSBOPS101	Use business resources
BSBPEF101	Plan and prepare for work readiness
BSBCMM211	Apply communication skills
BSBPEF202	Plan and apply time management
BSBTWK201	Work effectively with others
BSBWHS211	Contribute to the health and safety of self and others

Subject to change

● trainingcourses@workandtraining.com.au

● 1300 309 675

workandtraining.com.au