

Business Services

AQF VET qualification: BSB10112 Certificate I in Business

Training Package: BSB07 Business Services (version 9)

BOS course name	BOS course number	Schools Online (Administration) entry advice
Business Services	84450	<p>This course number should always be entered as a 'Year 10' entry.</p> <p>This applies to students doing the course in either Year 9 or Year 10.</p> <p>The course entry needs to be made in the calendar year that the course is undertaken.</p>

Exclusions: Nil

Stage 5 course requirements

This course will be credentialled as a 100-hour elective study on the Record of School Achievement (RoSA).

Students must attempt:

- all core and elective units of competency.

It is strongly recommended that project and work-based learning opportunities be used as a teaching and learning strategy throughout the course. These could include group project work, individual research or other activities that meet the learning needs of students. There is a range of career, enterprise and work education programs currently operating in schools that may be linked to the Business Services course.

Students must satisfy the course completion criteria as required by the Board of Studies. Refer to the [Assessment Certification Examination \(ACE\) website](#). There must be sufficient evidence that the student has:

- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes.

Course content

CORE

Unit code and title	Status for AQF VET qualification	Indicative hours of credit
BSBWHS201A Contribute to health and safety of self and others	core	15

Total indicative hours for core unit of competency: 15

ELECTIVE

Unit code and title	Status for AQF VET qualification	Indicative hours of credit
BSBADM101A Use business equipment and resources	elective – listed	15
BSBCMM101A Apply basic communication skills	elective – listed	15
BSBITU101A Operate a personal computer	elective – listed	15
BSBITU102A Develop keyboard skills	elective – listed	20
BSBLED101A Plan skills development	elective – listed	20

AQF VET qualification

Qualification packaging rules are contained in the [BSB07 Business Services Training Package](#) at <http://training.gov.au>.

In summary, to attain [BSB10112 Certificate I in Business](#) students must achieve 6 units of competency including:

- a) 1 core unit of competency
- b) 5 elective units of competency
 - minimum 4 listed electives.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

Stage 5 VET course delivery

Information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.

Stage 5 VET courses can only be delivered by a Registered Training Organisation (RTO) with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of the Business Services Stage 5 VET course must meet the requirements of the VET Quality Framework, the *BSB07 Business Services Training Package* and the Stage 5 course.

Information about the delivery of VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccreditsystemsmanuals.

Allocation of indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the RoSA, VET courses must be described in terms of their indicative hours. For this reason, indicative hours have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [*VET Courses and Students with Special Education Needs*](#) fact sheet on the Board's website.