

School Certificate VET BEC – Business Services

BOS course name	BOS course number	Schools Online (Administration) entry advice
Business Services	84450 <small>(school or private provider delivered)</small>	This course number should always be entered as a ‘School Certificate’ entry. This applies to students doing the course in either Year 9 or Year 10.
	84017 <small>(TAFE NSW delivered)</small>	The course entry needs to be made in the calendar year that the course is undertaken.

Possible AQF VET qualification	Certificate I in Business (BSB10107)
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Work-based learning	It is strongly recommended that 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.
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Exclusions	none
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For TAFE NSW delivery only:

TAFE course name	Certificate I in Business	TAFE course number	17801
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Course requirements

This course will be credentialled as a 100-hour elective on the School Certificate.

Students must attempt:

- all units of competency.

To count a course towards the School Certificate program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 4.3 of the *Assessment, Certification and Examination (ACE) Manual*.

Access to VET by students in Years 9 and 10

Undertaking a VET course in Years 9 and 10 is an option for students as part of a broad general education leading to recognised schooling and VET sector qualifications. Students must also complete the mandatory requirements of the School Certificate, including the development of essential literacy and numeracy skills.

Further information, including *Guidelines for access to VET courses by students in Years 9 and 10*, is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Course content

Unit code	Unit title	Unit-specific prerequisite	Core or elective for AQF VET qualification	SC indicative hours of credit
COMPULSORY Attempt ALL units of competency				
BSBOHS201A	Participate in OHS processes	nil	core	15
BSBADM101A	Use business equipment and resources	nil	listed elective	15
BSBCMM101A	Apply basic communication skills	nil	listed elective	15
BSBITU101A	Operate a personal computer	nil	listed elective	15
BSBITU102A	Develop keyboard skills	nil	listed elective	20
BSBLED101A	Plan skills development	nil	listed elective	20
Total SC indicative hours				100

AQF VET qualification

To attain Certificate I in Business (BSB10107) students must achieve six units of competency including:

- a) one core unit of competency
- b) five elective units of competency (minimum four listed electives).