



TAFE NSW

CERTIFICATE I IN WORKPLACE SKILLS

COURSE CODE:

BSB10120

WHY CHOOSE TAFE NSW?



Opens career doors. Our industry relationships lead many students directly into work with a range of employers including agencies, studios, galleries and fashion houses.



Global prospects. TAFE NSW graduates possess the technical knowledge, creative-thinking and specialised skills that are highly sought after by employers around the world.



State-of-the-art facilities. Purpose-built creative studios and industry standard software mean you will master the same tools of the trade as leading professionals.



Industry exposure. TAFE NSW partners with industry to provide you with hands-on experience through networking, sponsor programs, competitions, talks, lectures and other creative industry events.



Recognised and respected. TAFE NSW has built its reputation on delivering trusted, industry aligned and nationally recognised training for over 130 years.

ENROL TODAY
TAFENSW.EDU.AU
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COURSE CODE

BSB10120

QUALIFICATION

Certificate I in Workplace Skills

TRAINING PACKAGE ENTRY REQUIREMENTS:**ENTRY REQUIREMENTS**

There are no entry requirements for this qualification. You can enrol now.

IS THIS COURSE RIGHT FOR YOU?

To be prepared for this course, it is recommended you have:

- A desire to learn the fundamental skills to work in a range of industries
- English, reading and writing skills to comprehend simple documents
- The ability to work with others in an adult study environment and independently at times

If you need help preparing for study, contact us about your options.



- **On campus, Combination, Workplace, Virtual classroom on campus**
- **Full Time, Part Time**
- **Fully Subsidised Course**

OVERVIEW

The Nationally Recognised Certificate I in Work Skills helps you to learn key skills that you'll use and grow throughout your career. Graduate with the confidence to enter the workforce or undertake future studies in a variety of industries.

LEARN NEW SKILLS

Through a mix of theory and practical coursework, learn to:

- Assess your own skills
- Create resumes and portfolios
- Use business resources such as computers, printers and software
- Work with technology

DEVELOP YOUR TALENT

Develop the attributes to help you get ahead:

- A desire to learn
- Teamwork skills
- Ambition to build your career

ACHIEVE YOUR GOALS

Completing this course provides you with:

- A nationally recognised qualification at Certificate I level
- Practical learning via an online virtual enterprise environment, which provides access to real workplace documents and scenarios
- Transferable skills that can be used in any industry
- A strong pathway to further study and career opportunities

Career opportunities:

- Reception assistant

- Office assistant

GROW YOUR CAREER

Take your career further with the:

- Certificate II in Work Skills
- Certificate II in Applied Digital Technologies
- Certificate III in Business
- Certificate III in Information Technology
- Certificate IV in Business
- Certificate IV in Information Technology
- Diploma of Business
- Diploma of Information Technology
- Bachelor of Business

CAMPUS	STUDY MODE	START DATE	DURATION	MAX FEE IF ELIGIBLE FOR SUBSIDY	HOURS PER WEEK
Albury	Part Time, On campus	01 Aug 2022	17 weeks	\$2,500.00	5
Albury (Introductory business and computing skills)	Part Time, On campus	14 Feb 2022	17 weeks	\$2,500.00	5
Armidale	Full Time, Combination	Anytime	18 weeks	\$2,500.00	11
Armidale	Part Time, On campus	Anytime	18 weeks	\$2,500.00	11
Bankstown	Part Time, On campus	22 Jul 2022	18 weeks	\$2,500.00	6
Bega Connected Learning Centre	Part Time, On campus	26 Jul 2022	17 weeks	\$2,500.00	5
Bega Connected Learning Centre (Introductory business and computing skills)	Part Time, On campus	16 Feb 2022	17 weeks	\$2,500.00	5
Boggabilla	Full Time, Combination	Anytime	18 weeks	\$2,500.00	11
Boggabilla	Part Time, Virtual classroom on campus	Anytime	18 weeks	\$2,500.00	11
Coffs Harbour	Full Time, On campus	20 Jul 2022	10 weeks	\$2,500.00	12

Coffs Harbour	Full Time, On campus	10 Feb 2022	10 weeks	\$2,500.00	24
Corowa Connected Learning Centre (Introductory business and computing skills)	Part Time, On campus	28 Jul 2022	17 weeks	\$2,500.00	5
Corowa Connected Learning Centre (Introductory business and computing skills)	Part Time, On campus	17 Feb 2022	17 weeks	\$2,500.00	5
Deniliquin Connected Learning Centre	Part Time, On campus	18 Jul 2022	19 weeks	\$2,500.00	4
Deniliquin Connected Learning Centre	Part Time, On campus	01 Aug 2022	17 weeks	\$2,500.00	5
Deniliquin Connected Learning Centre (Introductory business and computing skills)	Part Time, On campus	14 Feb 2022	17 weeks	\$2,500.00	5
Deniliquin Connected Learning Centre (Introductory business and computing skills)	Part Time, On campus	14 Feb 2022	24 weeks	\$2,500.00	3.5
Finley (Introductory business and computing skills)	Part Time, On campus	17 Feb 2022	17 weeks	\$2,500.00	5
Glen Innes Connected Learning Centre	Full Time, Combination	Anytime	18 weeks	\$2,500.00	11
Glen Innes Connected Learning Centre	Part Time, Virtual classroom on campus	Anytime	18 weeks	\$2,500.00	11
Grafton	Full Time, On campus	18 Jul 2022	12 weeks	\$2,500.00	12
Inverell	Full Time, Combination	Anytime	18 weeks	\$2,500.00	11
Inverell	Part Time, Virtual classroom on campus	Anytime	18 weeks	\$2,500.00	11
Miller	Part Time, Combination	22 Jul 2022	15 weeks	\$2,500.00	9

Miller	Part Time, On campus	15 Feb 2022	15 weeks	\$2,500.00	10
Moree	Full Time, Combination	Anytime	18 weeks	\$2,500.00	11
Moree	Part Time, Virtual classroom on campus	Anytime	18 weeks	\$2,500.00	11
Moruya	Part Time, On campus	26 Jul 2022	17 weeks	\$2,500.00	5
Narrabri	Full Time, Combination	Anytime	18 weeks	\$2,500.00	11
Narrabri	Part Time, Virtual classroom on campus	Anytime	18 weeks	\$2,500.00	11
Narrandera Connected Learning Centre	Part Time, On campus	28 Jul 2022	17 weeks	\$2,500.00	5
Nowra	Part Time, On campus	25 Jul 2022	17 weeks	\$2,500.00	5
Port Macquarie	Part Time, On campus	18 Jul 2022	12 weeks	\$2,500.00	12
Richmond	Part Time, On campus	22 Jul 2022	18 weeks	\$2,500.00	6
Richmond, Rouse Hill Library	Part Time, Workplace	22 Jul 2022	18 weeks	\$2,500.00	5
Richmond, Windsor Library	Part Time, Workplace	21 Jul 2022	18 weeks	\$2,500.00	6
Richmond, Windsor Library	Part Time, On campus	17 Mar 2022	14 weeks	\$2,500.00	6
Tenterfield	Full Time, Combination	Anytime	18 weeks	\$2,500.00	11
Tenterfield Connected Learning Centre	Part Time, Virtual classroom on campus	Anytime	18 weeks	\$2,500.00	11
Wagga Wagga	Part Time, On campus	27 Jul 2022	17 weeks	\$2,500.00	5
Wagga Wagga (Introductory business and computing skills)	Part Time, On campus	22 Feb 2022	17 weeks	\$2,500.00	5
Wetherill Park	Full Time, On	31 Jan 2022	10 weeks	\$2,500.00	15

	campus				
Wollongong	Part Time, On campus	25 Jul 2022	17 weeks	\$2,500.00	5
Wollongong - (Introductory business and computing skills)	Part Time, On campus	14 Feb 2022	17 weeks	\$2,500.00	5
Yamba Connected Learning Centre	Full Time, On campus	18 Jul 2022	12 weeks	\$2,500.00	12
Young	Part Time, On campus	27 Jul 2022	17 weeks	\$2,500.00	5
Young (Introductory business and computing skills)	Part Time, On campus	23 Feb 2022	17 weeks	\$2,500.00	5