

MARKETING & BUSINESS



CERTIFICATE I IN WORKPLACE SKILLS



INDUSTRY ENDORSED



STUDENT SATISFACTION



SPENCER COLLEGE

BSB10120 CERTIFICATE I IN WORKPLACE SKILLS

CRICOS CODE : 108023G

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.

Entry Requirement

- 18 years or over
- Basic computer skills
- Meet all Student Visa requirements, including IELTS 5.5 (or equivalent) or English proficiency or Spencer College ACSF test level 3 PLUS
- Minimum Year 10 education or equivalent

Delivery Methods

- Lecture/workshops
- Workbooks
- Role plays/simulations
- Practical activities

Course Delivery

28 weeks classroom delivery, depending on intake (includes a maximum of 8 weeks holiday). Students must attend minimum 20 hours class time per week as part of your Student Visa requirements. Distance learning is not available.

Recognition of Prior Learning (RPL)

If you think you may be eligible to apply for RPL, please contact the College to discuss.

Enrolment & Further Information

Email admin@spencercollege.edu.au or via one of our Education Agents.

To receive an enrolment kit, please email admin@spencercollege.edu.au
RTO No: 31809 | CRICOS Provider No: 03093K
ABN: 59 131 437 968

Head office address: L 1, 344 Queen Street, Brisbane QLD 4000. For career opportunities and further study, please refer to www.training.gov.au

Units of Competency

BSBCMM211	Apply communication skills
BSBPEF201	Support personal wellbeing in the workplace
BSBOPS101	Use business resources
BSBPEF101	Plan and prepare for work readiness
BSBWHS211	Contribute to the health and safety of self and others
BSBTEC101	Operate digital devices

