

# BSB10115 Certificate I in Business

## Packaging Rules: 1 Core Unit PLUS 5 Elective Units

(4 elective units must be selected from the elective units listed below. 1 elective unit may be selected from the remaining elective units listed below, or any currently endorsed Training Package or accredited course at the same qualification level.)

| Core Unit Codes     | Core Unit Title                                    | Task Types  | Available |
|---------------------|--|---|-----------|
| BSBWHS201           | Contribute to health and safety of self and others | Task 1 – Observation and Questioning<br>Task 2 – Practical: Implement Workplace Safety Requirements<br>Task 3 – Project: Participate in WHS Consultative Processes<br>Task 4 – Theory: Follow Safety Procedures<br>Task 5 – Evidence Record   | ✓         |
| Elective Unit Codes | Elective Unit Title                                | Task Types  | Available |
| BSBADM101           | Use business equipment and resources               | Task 1 – Practical: Selecting Equipment and Resources<br>Task 2 – Practical: Use and Maintain Business Equipment<br>Task 3 – Practical: Maintain Business Equipment and Resources<br>Task 4 – Oral Questions: Maintain Business Equipment and Resources<br>Task 5 – Evidence Record | ✓         |
| BSBIND201           | Work effectively in a business environment         | Task 1 – Theory: Work Within Organisational Requirements<br>Task 2 – Theory: Work in Teams<br>Task 3 – Theory: Develop Effective Work Habits<br>Task 4 – Role Play: Work in Teams<br>Task 5 – Evidence Record   | ✓         |
| BSBCMM101           | Apply basic communication skills                   | Task 1 – Short Answer Questions<br>Task 2 – Practical: Written Communication<br>Task 3 – Role Play: Giving and Receiving Feedback<br>Task 4 – Evidence Record   | ✓         |
| BSBITU101           | Operate a personal computer                        | Task 1 – Theory: Short Answer Questions<br>Task 2 – Skills Practice: Performing Computer Functions  | ✓         |
| BSBITU102           | Develop keyboard skills                            | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Identify and Develop Keyboard Skills<br>Task 3 – Practical: Check Accuracy   | ✓         |

## Qualification Mapping

| Elective Unit Codes | Elective Unit Title                                       | Task Types   | Available |
|---------------------|---|--|-----------|
| BSBITU201           | Produce simple word processed document                    | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Prepare to Produce Documents<br>Task 3 – Practical: Produce Documents<br>Task 4 – Observation: Computer Management<br>Task 5 – Evidence Record    | ✓         |
| BSBITU202           | Create and use spreadsheets                               | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Create Charts and Spreadsheets<br>Task 3 – Evidence Record  | ✓         |
| BSBLED101           | Plans skills development                                  | Task 1 – Theory: Short Answer Questions<br>Task 2 – Practical: Prepare a CV  | ✓         |
| BSBSUS201           | Participate in environmentally sustainable work practices | Task 1 – Practical: Identify Current Resource Use<br>Task 2 – Practical: Comply with Environmental Regulations<br>Task 3 – Theory: Seek Opportunities to Improve Resource Efficiency<br>Task 4 – Evidence Record | ✓         |
| BSBWOR202           | Organise and complete daily work activities               | Task 1 – Practical: Organise Work Schedule<br>Task 2 – Theory: Short Answer Questions<br>Task 3 – Practical: Review Work Performance<br>Task 4 – Evidence Record   | ✓         |