

## CERTIFICATE I IN BUSINESS

### SUGGESTED STUDY PLAN

#### Core Units

BSBOHS201A: Participate in OHS processes

#### Elective Units

BSBIND201A: Work effectively in a Business environment

BSBCM101A: Apply basic communication skills

BSBITU101A: Operate a personal computer

BSBITU102A: Develop keyboard skills

BSBWOR202A: Organise and complete daily work activities

### QUALIFICATION PACKAGING RULES

The Suggested Study Plan (*above*) has been aligned to the following qualification packaging rules.

A total of 6 units of competency must be completed

- Core unit must be completed
- Select 5 additional units from Electives

**For more information on tailoring a study plan to suit your needs  
contact a RITE Field Officer**

**Freecall: 1800 808 782**

<b>UNITS OF COMPETENCY – A brief description</b>
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**SUGGESTED STUDY PLAN UNITS****CORE****BSBOHS201A Participate in OHS processes**

This unit covers the skills and knowledge necessary to follow defined occupational health and safety policies and procedures related to work being undertaken in order to ensure own safety and that of others in the workplace. Following OHS principles and procedures requires the ability to work safely, implement workplace safety requirements, and participate in arrangements for maintaining the health and safety of all people in the workplace and follow safety procedures. Also required is knowledge of employer and employee responsibilities under ohs legislation, Ohs signs and symbols relevant to area of work, organisational procedures relating to hazards, accidents, fire and emergencies.

**ELECTIVES****BSBIND201A Work effectively in a Business environment**

This unit covers the skills and knowledge required to work effectively within a commercial or business environment. It identifies the rights and responsibilities of employees and employers and creates tools for conducting a business in accordance with the organisational goals, values and standards. It applies to individuals developing skills and knowledge in preparation for working in a broad range of settings: Work within organisational requirements, Work in a team, Develop effective work habits

**BSBCM101A Apply basic communication skills**

This unit covers the skills and knowledge required to prepare a person to perform effectively in a work environment. It includes identifying the rights and responsibilities of employees and employers and assisting in the business while under direct supervision. Topics include: identify organisational/work requirements, work in a team, and develop effective work habits. Duty of care, legal responsibilities and any relevant *organisational goals and objectives* are identified and applied where appropriate. Appropriate dress and behaviour, time management skills and task priorities are all developed.

**BSBITU101A Operate a personal computer**

This unit covers the skills and knowledge required to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions. Participating in operation of a computer requires the ability to start computer, system information and features, navigate and manipulate desktop environment, organise files using basic directory and folder structures, print information, shut down computer.

**BSBITU102A Develop keyboard skills**

This unit covers the skills and knowledge required to develop basic keyboard skills using touch typing techniques. Developing keyboard skills requires the ability to use safe work practices, identify and develop keyboard skills, check accuracy.

**BSBWOR202A Organise and complete daily work activities**

This unit covers the skills and knowledge needed to organise and complete work activities, and to obtain feedback on work performance. Organising and completing daily work activities requires the ability to work independently and cooperatively with others, organise work schedule, complete work tasks and review work performance.