



## **BSB10115 Certificate I in Business**

### **INFORMATION BOOKLET**

“The code, title and current status of Eagle Academy courses can be found by visiting the National Register, [www.training.gov.au](http://www.training.gov.au) and entering the course code into the search field



## **BSB10115 Certificate I in Business Information Sheet**

This qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.

The key clients for this qualification are domestic and international learners who wish to attain work in the industry at entry level.

### **Course Length:**

4 months (16 weeks, made up of 10 weeks tuition, and 6 weeks holiday).

Students may commence study with induction on any Monday as approved by the Director, and general classes operate all weeks except holiday periods (See the Academy's Academic Calendar).

**Cost:** (See Payment Options info. sheet).

\*Payment arrangement's available

\*Discounts may apply (Check online or call us for more information on current specials and payment options).

\*Funding may be available for Domestic Students, See funding Info at: <http://eagleacademy.com.au/downloads/>

**Price Beat Guarantee:** Have a look at our fees. Given our inclusions, and the facilities you get to use, you'll see that no competitor can match our prices for value. If you don't agree, bring us a competitor's offer in writing, and we feel confident we can beat it for you. Conditions apply.

### **Inclusions:**

This course is available at Brisbane and Gold Coast locations. More course and campus information can be found on the All Course and Campus Quick Guide. Students can commence any Monday of an Academic term. The fees include everything that students require to complete the course.

Student Computers are available on a first in first served basis. We suggest that if you have your own Laptop/Tablet that you bring it with you. This will ensure that you have access to a computer for your formal assessments and you have your work with you at all times.

### **Pre-requisites:**

- English to a "not well" level (NRS Level 1 or equivalent).
- Completion of Year 8 (Australia), or equivalent.
- Students can apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See Student Handbook for details.

### **Students must study all 6 units below to gain the Qualification.**

BSBCMM101	Apply basic communication skills
BSBWHS201	Contribute to health and safety of self and others
BSBITU202	Create and use spreadsheets
BSBITU201	Produce simple word processed documents
BSBADM101	Use business equipment and resources
BSBIND201	Work effectively in a business environment

**All Visa students please note:**

**ATTENDANCE IS NOT RECORDED OR MONITORED FOR VISA COMPLIANCE PURPOSES.** However, students are expected to attend 15 hours per week, with a further 5 hours per week delivered as Distance Education (Study done at home in the form of completion of set tasks or Workbooks). **Failure to attend regularly will see progress suffer, and students may be reported for unsatisfactory progress.**

**PROGRESS IS MONITORED FOR VISA COMPLIANCE PURPOSES:**

The Academy has implemented the DIBP Course Progress Policy and Procedures. More detail is available in the Student Handbook, but basically a student will be reported if they fail to gain competency in half of the units completed in consecutive study periods. Competency for each Unit is determined by three or four methods. Each occurs on a weekly/ fortnightly basis, hence regular attendance is important:

- Knowledge tests;
- Observation of skills, and oral questioning;
- Completion of activities.
- Completion of Workbooks

Visa students should be aware that agents can act on our behalf to recruit students. These agents are listed on our website.

**All Domestic and VISA students please note:**

You have rights with regards to refunds, complaints and appeal processes. These rights are outlined in detail, in the Student Handbook, and you **MUST** acquaint yourself with them prior to enrolment.

The refund policy will also cover what your rights are should we, as the RTO, or a third party training organisation closes, or ceases to deliver any part of the training product that you were enrolled in. In short, we would make arrangements suitable to yourself, to access another provider delivering that training, OR we offer you a refund.

**All Domestic students please note:**

**FUNDING:** Some of our courses have Government funding available. To find out if you are eligible for funding, please read the information sheets on the download page of our website <http://eagleacademy.com.au/downloads/> or contact [info@eagleacademy.com.au](mailto:info@eagleacademy.com.au).

**Coolangatta Students:**

The hours of this course will be tailored to suit the student, and the supervising trainer(s). You will work closely with your trainer to determine a schedule to ensure you complete all required units within the time allocated for your course. Trainer supervision and tutorial times will therefore vary depending on which campus the course is undertaken, and student / trainer timetable.