



Information Sheet
BSB10115 Certificate I in Business
CRICOS Code: 086767G

The code, title and current status of Eagle Academy courses can be found by visiting the National Register, www.training.gov.au and entering the course code into the search field

The Eagle Academy is responsible for the quality of the training and assessment in compliance with the Standards, and for the issuance of the AQF certification documentation. This includes where a Third Party provides part of the training and assessment.



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Course Description:	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: 10 weeks tuition + 6 weeks holiday)
Mode of Study:	Full Time, Part Time (domestic only), Distance Education (domestic only)
Hours per Week:	Full time: 20 hours per week (15 hours on campus + 5 hours distance education)
Commencement:	Any Monday of academic term. See Academic Calendar on our website download page.
Course Cost:	Ask for our Payment Options Sheet or see the Quick Guide on our website download page.
Payment Options:	Full or Split Payment
Discounts:	See website specials including the price beat guarantee http://eagleacademy.com.au/specials/
Gov. Funding:	May be available to eligible domestic students. Find more information here http://eagleacademy.com.au/courses/australian-students/funding-and-support/
Pre-requisites:	<ul style="list-style-type: none"> • English to a “elementary” level • Completion of Year 8 (Australia), or equivalent. • Students can apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See website for details.
Inclusions:	<p>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. The fees include everything that students require to complete the course.</p> <p>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.</p>
Student Rights:	<p>You have rights with regards to refunds, complaints and appeal processes. These rights are outlined in detail, in the Policies and procedures found on the download page of the website, and you MUST acquaint yourself with them prior to enrolment.</p> <p>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</p>
Visa Students:	<p>Be aware that agents can act on our behalf to recruit students. These agents are listed on our website.</p> <p>ATTENDANCE IS NOT RECORDED OR MONITORED for visa compliance purposes. Progress Is Monitored For Visa Compliance Purposes: The Academy has implemented a Course Progress Policy and Procedure. More detail can be found in the Policies and procedures found on the download page of the website.</p>
Units:	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
More Information:	Ask our administration team or visit our website http://eagleacademy.com.au/downloads/