

Certificate I in Business (People with Disabilities)

NAME OF COURSE

BSB10107 - Certificate I in Business

COURSE DESCRIPTION

Essentially this program is to provide employability skills to people with disabilities so that they are able to either enter into some sort of employment or to engage more easily in the current position they are in. This program is a mixture of pre-vocational training and life-smart skills. Participants will receive a nationally recognised statement of attainment on completion of the program which is a part of the Certificate I in Business

Life skills topics in the program will include:

- How to choose your superannuation
- What's in a payslip - tax? Super?
- Terms and conditions of employment
- Rights and responsibilities of employees and employers
- Workplace discrimination
- Career planning

Pre-vocational skills in the program will include:

- Writing business documents
- Filing systems
- Communication skills
- Using business technology
- Computing/keyboard skills
- Managing complaints and aggressive customers
- Time management
- Setting goals

The program will be delivered in a series of face to face workshops. We envisage that the workshops will be full classes, however we are allowing for one on one mentoring if required.

UNITS

- BSBOHS201A - Participate in OHS processes
- BSBWOR202A - Organise and complete daily work activities
- BSBCMM101A - Apply basic communication skills
- BSBADM101A - Use business equipment and resources
- BSBITU101A - Operate a personal computer
- BSBITU102A - Develop keyboard skills

QUALIFICATIONS & PATHWAYS TO FURTHER STUDY

After successfully completing all the requirements of the course, you will be issued with a Nationally Recognised Statement of Attainment for the above units. Students who complete this course may go on to further employment or further education or training such as the Certificate II in Business.

FEES

\$302.50 Full fee

\$180.50 Concession fee. Proof of concession must be provided at enrolment to receive this rate. Fees can be paid in installments if requested, however, the Statement of Attainment will not be issued until the full fee has been received. Centrepay options are also available.

This Training Program has been funded by the Department of Education and Training

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SKILLS RECOGNITION - EXEMPTIONS/TRANSFERS

[Recognition of Prior Learning \(RPL\)](#) is available to applicants for this course. RPL is the acknowledgement of skills and knowledge gained through formal training, work experience and life experience.

In order to be granted a credit transfer for any part of the course you will be interviewed by teachers of the course who will assess whether your experience matches the course content.

WITHDRAWAL/REFUNDS

Directions refund policy is in accordance with the Department of Education and Training, VET Fees and Charges Policy 2009.

Students must provide written advice of withdrawal to be eligible for a refund within two weeks of the official withdrawal date. Please contact Directions to obtain a withdrawal form as soon as possible. Please indicate on this form your request for refund.

FULL REFUNDS

Students who withdraw are entitled to a full refund of fees and charges where:

- A course/qualification or unit of competency/module is cancelled or re-scheduled to a time unsuitable to the client;
- A student is not given a place due to maximum number of places being reached; or
- A student accepts an offer of a place in a university. In this situation, students must provide a copy of the letter of offer with their refund application

Directions can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by Directions.

PART REFUNDS

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form within 4 weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (**whichever is sooner**) will be eligible for full refund of their tuition fee paid and 50% of the resource fee paid. 0% of the enrolment fee will be refunded.

PRO RATA REFUNDS

Directions can approve a pro rata refund of fees and charges at any time during the course delivery if students withdraw for reasons of personal circumstance beyond their control. E.g. serious illness resulting in extended absence from classes; injury or disability that prevents the student from completing their program of study; or other exceptional reasons at the discretion of Directions. In all cases, documentary evidence (e.g. Medical Certificate) is required.

CONTACT US TO ENROL

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