Internally Assessed Courses

Courses offered at Australian Qualifications Framework (AQF) – Level 1

BSB10115 Certificate I in Business – Completion 2018 and beyond

Certificate I in Business provides the basic skills and knowledge to prepare for work through undertaking a range of tasks under supervision. This includes technical knowledge that contribute to employability skills in business situations. Fundamental skills will be developed in applying communication and keyboard skills, using business equipment and resources, participating in environmentally sustainable work practices, contributing to the health and safety of self and others, plan skills development and creation of business documentation with Microsoft Office.

ICT10115 Certificate I in Information, Digital Media and Technology – Completion by 2018 and beyond

This qualification provides the skills and knowledge for individuals to safely perform foundation digital literacy tasks using a computer, software applications and digital devices. It provides basic skills suitable to a wide range of industry occupations. Some of the skills acquired include utilising user manuals and help functions, customising basic computer settings and digital devices, organising files, formatting documents and tables and observing and applying internet protocols.

Courses offered at Australian Qualifications Framework (AQF) – Level 2

BSB20115 Certificate II in Business – Completion 2018 and beyond

Certificate II in Business is an entry level business qualification that will provide you with the fundamental operational skills and know-how to successfully gain employability skills and be able to perform mainly routine duties in an office situation. Essential skills you will acquire include organising daily tasks, communicating in a team, word processing letters and commercial documents with Microsoft Word, and using Excel software to create spreadsheets, graphs and pie charts.

ICT20115 Certificate II in Information, Digital Media and Technology – Completion by 2018 and beyond

This qualification provides the foundation skills and knowledge to use information and communications technology (ICT) together with basic digital literacy skills to support a range of industry occupations. Skills acquired include selecting, installing and using computer software and hardware products, acquiring and using new or upgraded technology skills, creating workplace documents and technical manuals, identifying software faults, configuring operating systems to suit work environments, solving organisational problems by applying technology, observing environmentally sustainable work practices and following occupational health and safety standards.

FSK20113 Certificate II in Skills for Work and Vocational Pathways - Completed by 2018 and beyond

This qualification is designed for individuals who require further foundation skills development to prepare for workforce entry or vocational training pathways. The certificate provides pathways to employment or vocational training, reading, writing, numeracy, oral communication and learning skills at Australian Core Skills Framework (ACSF) Level 3, entry-level digital literacy and employability skills.