

## Brief History of IAD

The Institute for Aboriginal Development Incorporated (IAD) was established by the Uniting Church in 1969.

It is an independent Aboriginal community controlled culture, language, publication and adult education resource centre serving the Aboriginal community of Central Australia.

## Recognition of Prior Learning and Credit Transfer

Recognition of Prior Learning (RPL) is the formal acknowledgment of skills, knowledge and competencies already obtained through: formal or informal study, experience in the workplace, life experience including voluntary work, domestic or social activities.

If you think your previous study/and or experiences might be relevant to the unit/s in which you are enrolling, discuss this with the trainer, who will explain the RPL process.

IAD accepts the qualifications issued by other RTO's. This means that if you have received statements of attainment for one or more of the units or modules in the course for which you are applying, These credits will be transferred and you will not be asked to do further study for those units or modules. IAD cannot award these credit transfers until they have sighted your Statement of Attainment.

## The Aims of the Institute

- To help Aboriginal people to develop the knowledge and skills required to cope with cross-cultural situations
- To devise and carry out educational and other programs related to the needs and aspirations of Aboriginal people.
- To promote cross-cultural understanding through specific programs for non-Aboriginal people.
- To maximise the involvement of Aboriginal people in the control and management of the affairs of the Institute.



**Institute for Aboriginal Development  
(Aboriginal Corporation)**  
PO Box 2531, 3 South Terrace  
Alice Springs, NT 0870  
Phone: (08) 8951 1311  
Fax: (08) 89531884  
[www.iad.edu.au](http://www.iad.edu.au)



**INSTITUTE FOR ABORIGINAL DEVELOPMENT  
(ABORIGINAL CORPORATION)**



**Certificate I in Business  
BSB10107**

**2012**

## Certificate I in Business BSB10107

**Length of course:** 155 hours

### Description

This qualification allows individuals 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.

### Job Roles

Job roles and titles vary across different industry sectors. This is an entry level qualification.

### Entry requirements

There are no entry requirements for this qualification.

### Pathways from the qualification

After achieving this qualification candidates may undertake:

BSB20107 Certificate II in Business

### Qualification Structure

To attain the Certificate I in Business, all the below six competencies (1 core unit and 5 elective units) must be successfully completed.

## Certificate I in Business

BSBOHS201A	Participate in OHS processes	20
BSBADM101A	Use business equipment and resources	15
BSBWOR202A	Organise and complete daily work activities	20
BSBCMM101A	Apply basic communication skills	40
BSBITU101A	Operate a personal computer	20
BSBITU102A	Develop keyboard skills	40

## *“Culture and Education is the Way”*

You can enroll anytime and have 12 months to complete your training.

All students can obtain class table from trainer. Class time can be arranged to suit the needs of the group.

### IAD can provide:

- Our students with tutoring.
- A friendly and welcome study environment.
- Performance diagnostic tools for employees.

Fees are applicable for all courses. For information regarding fees contact IAD. Contact details are below.

For more information, please contact IAD on:

Ph: 8951 1311 Fax: 8953 1884

Email: [student.services@iad.edu.au](mailto:student.services@iad.edu.au)

National Provider No: 0167

While every reasonable effort has been made to ensure that information in this brochure is correct, details may be subject to change.

Published Date: 27.12.2011 (version 1)