

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.



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



**Certificate II in Business
*BSB20107***

2012

Certificate II in Business *BSB20107*

Length of course: 235—550 hours

Description

This qualification reflects the role of individuals who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context, working under direct supervision.

Job Roles

Administration Assistant, Clerical Worker, Data Entry Operator, Receptionist, Office Junior or Information Desk Clerk.

Entry requirements

There are no entry requirements for this qualification.

Pathways from the qualification

After achieving this qualification candidates may undertake:

BSB30107 Certificate III in Business

Qualification Structure

To attain the Certificate II in Business, all the below twelve competencies (1 core unit and 11 elective units) must be successfully completed.

Certificate II in Business

BSBOHS201A Participate in OHS processes -Core unit

BSBCUS201A Deliver a service to customers

BSBIND201A Work effectively in a business environment

BSBINM201A Process and maintain workplace information

BSBINM202A Handle mail

BSBINN201A Contribute to workplace innovation

BSBCMM201A Communicate in the workplace

BSBITU201A Produce simple word processed documents

BSBITU202A Create and use spreadsheets

BSBITU203A Communicate electronically

BSBWOR203A Work effectively with others

BSBWOR202A Organise and complete daily work activities

“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

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.