Brief History of IAD

IAD is a not-for-profit Aboriginal community controlled organisation which was established in 1969.

Our core business is the delivery of nationally accredited (and non-accredited) training and the delivery of language & culture services and programs. Our publishing arm, IAD Press is one of four Aboriginal and Torres Strait Islander publishing houses in 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, voluntary work or life experiences.

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

IAD may accept the qualifications issued by other RTO’s. If you have statements of attainment for one or more of the units or modules in the course for which you are applying these credits may be transferred. For more information, please ask your Trainer who will explain the credit transfer process in more detail.

The Aims of the Institute

- To help Aboriginal people develop the knowledge and skills required to cope with cross-cultural situations
- To develop and deliver 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 management of the Institute.
Certificate I in Business  
**BSB10115**

**Length of course:** 135 hours

**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.

**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:
- BSB20115 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.

- BSBWH201 Contribute to health and safety of self and others—Core Unit (20)
- BSBADM101 Use business equipment and resources (15)
- BSBWOR202 Organise and complete daily work activities (20)
- BSBCKM101 Apply basic communication skills (40)
- BSBITU101 Operate a personal computer (20)
- BSBLED101 Plan skills development (20)

“IAD can provide:
- Friendly and supportive staff
- Dedicated classrooms

**Cost:**
This course has a non-refundable enrolment fee of $50.

For more information, please contact IAD.

Phone: 8951 1311
Email: student.services@iad.edu.au

The information in this brochure is correct however some details may change later.

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