Brief History of IAD
The Institute for Aboriginal Development (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. You must apply for credit transfer before you start your study. 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 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 management of the Institute.

INSTITUTE FOR ABORIGINAL DEVELOPMENT
(Aboriginal Corporation)
RTO Provider No: 167

Certificate I in Business
BSB10115

2017
Certificate I in Business BSB10115

**Length of course:** 155 hours

**Description:**
This entry-level 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.

**Qualification Pathways**

**Pathways into the qualification**
This is an entry level qualification.

**Pathways from the qualification**
BSB20115—Certificate II in Business, or a range of other qualifications

**Qualification Structure**
To attain the Certificate I in Business, 1 core unit and 5 elective units must be successfully completed.

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**Certificate I Business BSB10115**

**Core units:**
- BSBWHS201 Contribute to health and safety of self and others

**Elective units:**
- BSBLED101 Plan skills development
- BSBMM101 Apply basic communication skills
- BSBITU102 Develop keyboard skills
- BSBITU101 Operate a personal computer
- BSBADM101 Use business equipment and resources

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**“Learn for Life”**

IAD provides:
- Friendly and supportive staff
- Quality facilities
- Relevant, tailored courses

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

For more information, please contact IAD on:

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

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

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17/01/2017 (Version 1)