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)
PO Box 2531, 3 South Terrace
Alice Springs, NT 0870
Phone: (08) 8951 1311
www.iad.edu.au

Learn For Life
Certificate II in Business
BSB20115

INSTITUTE FOR ABORIGINAL DEVELOPMENT
(Aboriginal Corporation)
RTO Provider No: 0167
2017
Certificate II in Business  BSB20115

Length of course:  345 hours

Description:
This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision.

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

Pathways from the qualification
BSB30415—Certificate III in Business Administration or a range of other qualifications.

Qualification Structure
To attain the Certificate II in Business, 1 core unit and 11 elective units must be successfully completed.

Certificate II in Business BSB20115

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

Elective units:
BSBINM202 Handle mail
BSBWOR202 Organise and complete daily work activities
BSBWOR204 Use business technology
BSBCUS201 Deliver a service to customers
BSBIND201 Work effectively in a business environment
BSBWOR203 Work effectively with others
BSBCMM201 Communicate in the workplace
BSBITU203 Communicate electronically
BSBINM201 Process and maintain workplace information
BSBINN201 Contribute to workplace innovation
BSBITU201 Produce simple word processed documents

“Learn for Life”
IAD provides:
• Friendly and supportive staff
• Quality facilities
• Relevant, tailored courses

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.

17/01/2017 (Version 1)