Brief History of IAD
The Institute for Aboriginal Development (IAD) was established 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, 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. Please ask the trainer who will explain the credit transfer process.

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.

Certificate I in Business
BSB10112
Certificate I in Business
BSB10112

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:
BSB20112 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
BSB10112

BSBWHS201A Contribute to health and safety of self and others—Core Unit (20)
BSBADM101A Use business equipment and resources (15)
BSBWOR202A Organise and complete daily work activities (20)
BSBCMM101A Apply basic communication skill (40)
BSBITU101A Operate a personal computer (20)
BSBITU102A Develop keyboard skills (40)

“Education is the Way”

IAD can provide:
- Friendly and supportive staff
- Dedicated classrooms
- Individual portfolios

For more information, please contact IAD.
Ph: 8951 1311  Fax: 8953 1884
Email: student.services@iad.edu.au

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

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