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.

Certificate II in Business
BSB20107

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2013
**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.

<table>
<thead>
<tr>
<th>Core Unit</th>
<th>Elective Units</th>
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<tbody>
<tr>
<td>BSB0HS201A Participate in OHS processes</td>
<td>BSB1NMM201A Process and maintain workplace information</td>
</tr>
<tr>
<td>BSB1CUS201A Deliver a service to customers</td>
<td>BSB1NMM202A Handle mail</td>
</tr>
<tr>
<td>BSB1IND201A Work effectively in a business environment</td>
<td>BSB1N1N201A Contribute to workplace innovation</td>
</tr>
<tr>
<td>BSB1INM201A Process and maintain workplace information</td>
<td>BSB1CMM201A Communicate in the workplace</td>
</tr>
<tr>
<td>BSB1ITU201A Produce simple word processed documents</td>
<td>BSB1ITU202A Create and use spreadsheets</td>
</tr>
<tr>
<td>BSB1ITU203A Communicate electronically</td>
<td>BSB1WOR203A Work effectively with others</td>
</tr>
<tr>
<td>BSB1WOR202A Organise and complete daily work activities</td>
<td></td>
</tr>
</tbody>
</table>

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**“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.

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