**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 II in Business**

**BSB20112**

Institute for Aboriginal Development (Aboriginal Corporation)
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Alice Springs, NT 0870
Phone: (08) 8951 1311
Fax: (08) 89531884
www.iad.edu.au

2015
Certificate II in Business  
**BSB20112**

**Length of course:** 355 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:
BSB30412 Certificate III in Business Administration

**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.

**Certificate II in Business  
BSB20112**

- BSBWHS201A Contribute to health and safety of others - Core Unit (20)
- BSBCUS201A Deliver a service to customers (40)
- BSBIND201A Work effectively in a business Environment (30)
- BSBINM201A Process and maintain workplace Information (30)
- BSBINM202A Handle mail (15)
- BSBINN201A Contribute to workplace innovation (35)
- BSBCCM201A Communicate in the workplace (40)
- BSBITU201A Produce simple word processed Documents (60)
- BSBITU202A Create and use spreadsheets (30)
- BSBITU203A Communicate electronically (20)
- BSBWOR203A Work effectively with others (15)
- BSBWOR202A Organise and complete daily work Activities (20)

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“Education is the Way”

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

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

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

22.12.14 (Version 1)