**Brief History of IAD**

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 RTOs. 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. 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 develop the knowledge and skills required to participate in cross-cultural situations
- To develop and deliver 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**

*BSB20115*

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

2016
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.

**Entry requirements**
There are no entry requirements for this qualification.

**Pathways from the qualification**
After achieving this qualification candidates may progress to:
*BSB30415 Certificate III in Business Administration*

**Qualification Structure**
To attain the Certificate II in Business, all the twelve competencies must be successfully completed. Students may also complete any selection of the units and receive statements of attainment for what they complete.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of others - Core Unit (20 hours)</td>
<td></td>
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<tr>
<td>BSBCUS201</td>
<td>Deliver and monitor a service to customers (40)</td>
<td></td>
</tr>
<tr>
<td>BSBIND201</td>
<td>Work effectively in a business Environment (30)</td>
<td></td>
</tr>
<tr>
<td>BSBINM201</td>
<td>Process and maintain workplace Information (30)</td>
<td></td>
</tr>
<tr>
<td>BSBINM202</td>
<td>Handle mail (15)</td>
<td></td>
</tr>
<tr>
<td>BSBCCM201</td>
<td>Communicate in the workplace (40)</td>
<td></td>
</tr>
<tr>
<td>BSBINN201</td>
<td>Contribute to workplace innovation (35)</td>
<td></td>
</tr>
<tr>
<td>BSBITU201</td>
<td>Produce simple word processed Documents (60)</td>
<td></td>
</tr>
<tr>
<td>BSBWOR204</td>
<td>Use business technology (20)</td>
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<tr>
<td>BSBITU203</td>
<td>Communicate electronically (20)</td>
<td></td>
</tr>
<tr>
<td>BSBWOR203</td>
<td>Work effectively with others (15)</td>
<td></td>
</tr>
<tr>
<td>BSBWOR202</td>
<td>Organise and complete daily work activities (20)</td>
<td></td>
</tr>
</tbody>
</table>

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**“Education is the Way”**

IAD can provide:
- Friendly and supportive staff
- Flexibility
- Individual pathways
- Classroom or work based

For more information, please contact IAD on:

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

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22.1.2016 (Version 1)