



# Certificate I in Workplace Skills

BSB10120      PART TIME      25BKS-001

- Nationally Recognised Training
- This training is subsidised by the NSW Government

## Course description

This qualification reflects the role of individuals who have not yet entered the workforce and are developing the necessary skills in preparation for work. They may undertake a variety of simple tasks under close supervision.

## This course also provides:

A range of introductory skills and knowledge to provide individuals with an understanding of the business environment.

## How to get involved

Join our Information Sessions on:

Monday 30th June 2025 11:00 am or 5:00pm

TAFE NSW Bankstown, 500 Chapel Road, Bankstown 2200  
Building J, Level 3, Room J336

### LOCATION

TAFE NSW Bankstown  
500 Chapel Road, Bankstown NSW 2200

### DURATION

6 Months

### COMPLETION REQUIREMENTS

2 Core and 4 Elective

### START DATE

Friday 25 July 2025, 9.00am

### STUDY COMMITMENT

Fridays 9:00 to 3:00pm  
Building J, Level 4, Room J402A

Explore. Enquire. Enrol.  
[tafensw.edu.au/business-admin](https://tafensw.edu.au/business-admin)  
131 601



**TAFE**NSW

**TIMETABLE – SEMESTER 2 2025**  
**Certificate I in Workplace Skills**  
**BSB10120-01V01 25BKS-001**  
**COURSE MANAGER/ TEACHER: ALEKS GOREVSKI**

	FRIDAYS	9:00am – 3:00pm	Room J402A
<b>Term 3</b> <b>25 July 2025 – 26 September 2025</b>	<p>BSBTEC101    Operate digital devices <i>3 weeks (25/07/2025 - 08/08/2025)</i></p> <p>BSBOPS101    Use business resources <i>3 weeks (08/08/2025 - 22/08/2025)</i></p> <p>BSBTEC201    Use business software applications <i>5 weeks (22/08/2025 - 19/09/2025)</i></p>		
<b>Term 4</b> <b>17 October 2025 – 5 December 2025</b>	<p>BSBOPS203    Deliver a service to customers <i>3 weeks (17/10/2025 - 31/10/2025)</i></p> <p>BSBTEC203    Research using the internet <i>5 weeks (07/11/2025 - 05/12/2025)</i></p> <p>BSBPEF101    Plan and prepare for work readiness <i>5 weeks (07/11/2025 - 05/12/2025)</i></p>		

*Changes can occur and therefore printed copies of this document are deemed uncontrollable*

**COMPULSORY ORIENTATION DAY/FIRST CLASS**

**FRIDAY 25 July 2025 at 9.00 am**  
**Building J, Level 4 Room J402A**