

## Tauondi College

Tauondi is a Kaurna word, meaning to penetrate or break through. The name of the College acknowledges the Kaurna people, our hosts and the traditional owners of this land.

Tauondi College is an Aboriginal Community College located at Port Adelaide, South Australia and has been delivering nationally accredited courses and non accredited Adult Community Education programs to the Aboriginal Community since 1973.

We acknowledge Aboriginal and Torres Strait Islander Peoples as the Traditional Owners of this country throughout Australia, and their connection to Land and Community. We pay our respect to them and their cultures, and to the Elders both past and present.



# Tauondi Aboriginal College

## BSB Business Services

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### ***BSB10115 Certificate I in Business (current)***

This course provides an introduction to the business world. You will learn about preparing for work, communication, using business equipment and developing keyboard skills as well as how to follow workplace safety procedures.

### ***BSB20115 Certificate II in Business (current)***

You will acquire the skills needed to work in different business sectors. You will learn about a range of business equipment, procedures and technology as well as dealing with customers, writing skills for work, organising self and handling mail.

#### **Career opportunities**

- Administration assistant
- Clerical worker
- Data entry operator
- Office junior
- Receptionist

### ***BSB30415 Certificate III in Business Administration (current)***

This course develops initiative in a business environment, organising workplace information, producing business documents, maintaining financial records, delivering and monitoring a service to customers and organising schedules.

Learn office skills in our simulated business. This is a simulated work environment. You will learn how to use office equipment, reception skills and customer service. Develop skills in finance including banking, petty cash and accounts payable and receivable. Learn computing skills including keyboarding, electronic presentations, spreadsheets, databases and desktop publishing.

#### **Career opportunities**

- Accounts receivable/payable clerk
- Data entry operator
- Receptionist
- Office administrator
- Personal assistant

#### **Entry Requirements**

Applicants must meet the minimum requirements for enrolment. The eligibility criteria is vital in ensuring successful completion.

- Minimum 16 years of age
- Proof of Aboriginality
- Validated Unique Student Identifier (USI)
- Completion and results of Tauondi LL&N assessment
- Interview with Trainer for Certificate III qualification

#### **Work Placements**

Students are required to undertake work placement. Host employers may require students on work placement to undergo a National Criminal History Check and have further training such as applied first aid, manual handling or child safe environments prior to the commencement of their work placement. Tauondi College will also support students in gaining these certificates.

Tauondi Support Service Centre will assist students with mentors for work experience and employment.

#### **Duration**

Certificate II in Business incorporating Certificate I in Business; Certificate III in Business Administration; runs four days a week Monday to Thursday 9 am – 3 pm across four academic terms.

#### **Recognition of prior learning (RPL)**

If you have previous experience, you may be eligible for recognition of prior learning for certain units in the course. RPL recognises that you may already have the competencies required either through past studies or life/work experience. You can discuss this with your trainer further if you feel you have skills and knowledge relevant to your course.

