Course Entry Requirements

The following outlines what is required in order to enrol in any of our accredited certificate courses.

REQUIREMENT 1: LANGUAGE, LITERACY AND NUMERACY SKILLS

It is a requirement of this course that you hold an adequate level of language, literacy and numeracy skills. **This refers to:**

- A good grasp of Language, Literacy, Numeracy and Digital (LLND) skills in English. (The course is presented and assessed in English only).
- Correct spelling, grammar and punctuation. (Proofing tools such as spelling/grammar checkers are permitted).
- Ability to undertake basic mathematical operations such as addition, subtraction, multiplication and division (The use of calculators is permitted).
- Ability to comprehend the written word.

This is in accordance with the National Training Requirements for this training package.

Example:

Each unit has specific foundation skills requirements. See example below for Foundation Skills requirements for **BSBTEC301 -Design and produce business documents**:

The unit expects the following:

Reading – The student recognises and interprets textual information from a range of sources to determine and adhere to requirements.

Writing – The student develops documents using the required format, accurate spelling and grammar and terminology specific to requirements, and organises content to support purposes and audience of material, using clear and logical language.

Self-management – The student recognises and follows explicit and implicit protocols and meets expectations associated with own role.

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REQUIREMENT 2: DIGITAL SKILLS

It is a requirement of this course that you hold an adequate level of digital skills, including the ability to:

- Turn a **computer on/off** correctly.
- Use a **mouse** or **trackpad**.
- **Open applications** (apps), such as Microsoft Word, Excel, Outlook etc.
- Use **simple formatting** functions in Word, such as **Bold**, *Italic* and Underline.
- **Save a file** in an application such as Microsoft Word.
- **Open a file** in an application such as Microsoft Word.
- **Print** a document.
- **Create** and **send** an **email**; and **reply** to an email.
- **Search** on the Internet.
- Save a website to **Favourites/Bookmarks** (Start a website).
- Create a **simple formula** in **Excel**.
- Use the **Cut**, **Copy** and **Paste** feature.
- **Understand basic computer terminology**, such as: Cloud computing, Ribbon (Word, Excel, Outlook), BCC (email), USB.

If during enrolment, we ascertain that basic skill levels are not met we refer the learner to an organisation that will help acquire these skills.

REQUIREMENT 3: COMPUTER REQUIREMENTS

***REQUIRED**: This course is presented online and therefore **requires a computer, webcam and stable internet connection**, and **access to the internet and email**.*

***RECOMMENDED** – Microsoft **Windows** Computer*

In addition to a stable internet connection and email, this course is designed for the student to use a **Microsoft Windows computer or laptop**, with a **Microsoft 365 basic subscription**, that allows downloads of the apps used in the course.

The recommended requirements are:

- Microsoft Word.
- Microsoft PowerPoint.
- Microsoft Excel.
- Microsoft Outlook.

OTHER OPTIONS – *Apple Mac computer and Chromebook*

The course can be completed on an **Apple iMac**, **Macbook**, or **Chromebook**, however, the following units are ***not available*** for completion if you're using a Mac or Chromebook:

BSBFIN301 – Process financial transactions.

BSBFIN302 – Maintain financial records.

BSBHRM416 – Process payroll.

This means that if you are doing BSB30120 – Certificate III in Business (Administration), you must use a Windows computer for these 3 units.

Microsoft office Online (Free version)

While the recommendation is to complete the course using the paid subscription for Microsoft 365 downloadable apps, the course can be completed using the free *online apps* (available with a free Microsoft account).

The online apps are:

- Microsoft Word for the Web.
- Microsoft PowerPoint for the web.
- Microsoft Excel for the web.
- Microsoft Outlook for the web.

In addition, the free version provides you with 5GB of cloud storage for your files.

The free Microsoft option (where you access *ONLY the online versions of the software)* are available for use on a Windows, Mac or Chromebook computer *through an Internet browser (website)*, such as Edge, Chrome, Firefox or Safari.

NOTE*: If you are using a Chromebook, you will* ***not*** *be able to download Microsoft Word, Excel, PowerPoint etc. as these apps are not yet available for download, even if you have a paid subscription, you will only be able to use the free versions through the Chrome web browser.*

Google Suite (free version)

The course may be completed using the Google Suite of applications, these are:

- Google Docs.
- Google Slides.
- Google Sheets.
- Gmail.

While these applications have all features required for the course and are available for free with a Google account. If you have an @gmail.com email address, you will be able to access these apps for free.

While you can use these apps for the course, *all files must be converted to Microsoft format* before submission. Instructions to do this are provided in the first unit.

Please don't hesitate to contact us if you have any questions about any of the above topics.

You can send an email to enrolments@sutherlandtraining.com.au