

# Training and Assessment Strategy

BSB10115 Certificate I in Business

Gympie State High School



Approval School RTO training and assessment strategy			
<b>School RTO Name</b>	Gympie State High School	<b>QCAA Number</b>	404
<b>Qualification Code</b>	BSB10115	<b>National Provider Number</b>	30067
<b>RTO Manager</b>		<b>Principal</b>	
<b>Name</b>	Alicia Radecker	<b>Name</b>	Anthony Lanskey
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<b>Date</b>	10/02/2020	<b>Date</b>	10/02/2020

QCAA standardised training and assessment strategy document, updated December 2018

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# Section 1 Program overview

1.1 National requirements			
Qualification code	BSB10115		
Qualification title	Certificate I in Business		
Relevant Standards	1.1–1.7, 1.8(a), 1.9–1.19, 1.26, 2.2, 5, 8.4		
Training package code	BSB		
Current release date	30 Aug 2019	Release number	5.0
Training package title	Business Services Training Package		
National register	<a href="http://training.gov.au/Training/Details/BSB">http://training.gov.au/Training/Details/BSB</a>		
Companion volume	<a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10</a>		
Qualification status	Current	Where a qualification is <b>no longer current and has not been superseded</b> , all students' training and assessment must be completed and the relevant AQF certification issued <b>within a period of two years</b> from the date the qualification was removed or deleted from the National Register.  Where a qualification on the RTO's scope of registration is <b>superseded</b> , all students' training and assessment must be completed and the relevant AQF certification issued or students are transferred into its replacement <b>within a period of one year</b> from the date the replacement qualification was released on the National Register.	
Superseded, deleted or no longer current date	n/a		
Latest date for student completion and AQF certification (Complete only if qualification status ≠ current)	n/a		
TAS has been developed through industry engagement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See Section 7)	Total number of proposed assessment tools for this qualification	10 (See Section 3)
Delivering and assessing information (Complete this remaining part of Section 1.1 only when the qualification is on scope)			
TAS implementation date (See Section 10)	10/02/2020	TAS monitoring date (See Section 11)	10/02/2020
Developed for: (Select one only)	<input type="checkbox"/> individual student/s	Name/s of individual student/s	
	<input checked="" type="checkbox"/> class cohort	Current number of students enrolled	VBI101A 24 VBI101B 27
A representative sample of assessment tools has been validated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pending (See Sections 8 & 9)	Delivery period for this cohort or individual Start End	28/01/2020 27/11/2020
RTO's Assessment and/or TAS policies and procedures have been followed when implementing this TAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	RTO has checked other printed and electronic student information/data for compatibility with TAS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## 1.2 Qualification

Requirement	Packaging rules	Confirmed by RTOM
<b>Qualification description and job roles</b>	This entry-level qualification allows individuals across a variety of industry sectors to develop basic skills and knowledge to prepare for work. They may undertake a range of simple tasks under close supervision. The range of technical skills and knowledge is limited.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Packaging rules</b>	<b>Total number of units = 6</b> <b>1 core unit</b> plus <b>5 elective units</b> , of which: <ul style="list-style-type: none"> <li>• 4 elective units must be selected from the elective units listed on training.gov.au</li> <li>• 1 elective unit may be selected from the remaining elective units listed on training.gov.au, or any currently endorsed Training Package or accredited course at the same qualification level.</li> <li>• <a href="http://training.gov.au/Training/Details/BSB10115">http://training.gov.au/Training/Details/BSB10115</a></li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM		
<b>General entry requirements</b>	General entry requirements for this program include the student's agreement and ability to undertake the following: <ul style="list-style-type: none"> <li>• demonstrate evidence of language, literacy and numeracy skills at the requisite ACSF level</li> <li>• attend and participate in scheduled training and assessment</li> <li>• be able to work in an industry environment and handle industry standard equipment</li> <li>• comply with the RTO code of conduct requirements, directions on work, and health and safety matters.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Specific entry and/or completion requirements</b>	Specific entry requirements exist <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>Prior to enrolment the RTO has provided advice in print or electronically to students on participation requirements and application processes.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Access and reasonable adjustments</b>	<b>The RTO has advised students in print or electronically that reasonable adjustments may be available.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No When appropriate, reasonable adjustments will be applied by the RTO to take into account the individual student's needs. Reasonable adjustments may include: <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• accessible class rooms</li> <li>• note-taking support</li> <li>• course material in alternative formats — electronic, large print</li> <li>• use of laptop for assessments</li> <li>• an Auslan (Australian Sign Language) interpreter</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• extra time or extensions for assessments or alternative assessment tasks</li> <li>• ergonomic chair/desk</li> <li>• use of assistive technology</li> <li>• other adjustments.</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• accessible class rooms</li> <li>• note-taking support</li> <li>• course material in alternative formats — electronic, large print</li> <li>• use of laptop for assessments</li> <li>• an Auslan (Australian Sign Language) interpreter</li> </ul>	<ul style="list-style-type: none"> <li>• extra time or extensions for assessments or alternative assessment tasks</li> <li>• ergonomic chair/desk</li> <li>• use of assistive technology</li> <li>• other adjustments.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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## 1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
<b>Mode of delivery</b>	The mode of delivery includes any combination of the following: <ul style="list-style-type: none"> <li>• face-to-face in a simulated workplace environment for required performance and knowledge evidence</li> <li>• online for some components of training for knowledge evidence</li> <li>• in a classroom ('off the job') for some components of training for knowledge evidence.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Delivery location</b>	Multiple delivery locations are used. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Locations of additional campuses where training or assessment services are provided.
	The delivery location is the principal place of business of the RTO.	
<b>Program duration</b>	Total program duration for delivery and assessment is: <input type="checkbox"/> 6 months <input checked="" type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years Other: please specify	This means that after the expiry of the program duration, no further assessment evidence will be accepted and no further training conducted.
<b>Amount of training and volume of learning</b>	The 'amount of training' relates to formal teaching and learning activities. The nominal amount of scheduled training for this program is: <input type="checkbox"/> 55 hours <input checked="" type="checkbox"/> 110 hours <input type="checkbox"/> 220 hours <input type="checkbox"/> 330 hours  The 'volume of learning' identifies the notional duration of all activities required for the achievement of the learning outcomes of this program. The total volume of learning for this program is: <input checked="" type="checkbox"/> 600–1200 hours (Certificate I and II) <input type="checkbox"/> 1200–2400 hours (Certificate III and IV)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Learning resources</b>	There are sufficient learning resources, equipment and facilities to: <ul style="list-style-type: none"> <li>• enable students to meet the requirements for each unit of competency</li> <li>• support the number of students undertaking the training and assessment.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment resources</b>	<ul style="list-style-type: none"> <li>• Assessments will be formative and conducted so that skills, knowledge and understanding may be demonstrated in the simulated workplace environment. Assessment of knowledge and skills will be integrated with assessment of their practical application.</li> <li>• Projects/tasks and work evidence will be progressively gathered by the assessor for units of competency until sufficient valid evidence is gathered to make assessment decisions on competency. Evidence of skills and knowledge will be gathered simultaneously.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM													
<b>Evidence-gathering conditions</b>	<ul style="list-style-type: none"> <li>• Will be progressively gathered for groups of units simultaneously.</li> <li>• Methods will confirm consistency of performance over time and in a range of workplace-relevant contexts, rather than a single assessment event.</li> <li>• Will be by observation of relevant tasks with questioning on underpinning knowledge and, where applicable, training journals and reviews of work products/folios and third party reports.</li> <li>• Will be done under the specific assessment conditions required by the units.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No													
<b>Work placement requirements</b>	<p><b>Work placement or experience is a requirement.</b>    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p> <p>The RTO may require students to undertake work placement or work experience. When this is the case, a summary of the requirements will be recorded in Section 4 of the TAS. Students have been advised in writing or electronically.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No													
<b>Third party arrangements</b>	<table border="1"> <tr> <td>No services are delivered on behalf of the RTO.</td> <td> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No                 </td> <td rowspan="6"> <ul style="list-style-type: none"> <li>• 'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.</li> <li>• Where services are provided on the RTO's behalf by a third party, the provision of those services must include a written agreement.</li> <li>• The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.</li> <li>• When the RTO offers a qualification on its scope to students and in order to achieve the qualification the RTO requires students to undertake training for one or more units with a different RTO, this is considered a third party arrangement. Record the RTO's details and arrangements summary.</li> </ul> </td> </tr> <tr> <td>Some services are provided by a third party on behalf of the RTO.</td> <td> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No                 </td> </tr> <tr> <td>QCAA has been notified of the third party arrangement.</td> <td> <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No                 </td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </table>	No services are delivered on behalf of the RTO.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>• 'Third party' means any party that provides services on behalf of the RTO, but does not include a contract of employment between an RTO and its employee.</li> <li>• Where services are provided on the RTO's behalf by a third party, the provision of those services must include a written agreement.</li> <li>• The RTO must disclose to the student the name and contact details of any third party that will provide training and/or assessment, and related educational and support services to the student on the RTO's behalf.</li> <li>• When the RTO offers a qualification on its scope to students and in order to achieve the qualification the RTO requires students to undertake training for one or more units with a different RTO, this is considered a third party arrangement. Record the RTO's details and arrangements summary.</li> </ul>	Some services are provided by a third party on behalf of the RTO.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	QCAA has been notified of the third party arrangement.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No							<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Some services are provided by a third party on behalf of the RTO.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No														
QCAA has been notified of the third party arrangement.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No														
<b>Educational and support services</b>	<ul style="list-style-type: none"> <li>• Learners in this cohort are school students in Year 10. The RTO will schedule supervised training and assessment sessions based on the timetable. Students may negotiate support in addition to scheduled hours to develop the required skills and knowledge.</li> <li>• Unmet educational needs of young persons aged 10–17 in the juvenile justice system — school RTOs within youth detention centres may deliver training and assessment to these students even if not in detention.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No													

## 1.3 Delivery and assessment

Requirement	Pre-enrolment information	Confirmed by RTOM
	<p><b>The RTO delivers services to students in the juvenile justice system.</b></p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<b>Early termination of program</b>	<p>In the event that the RTO loses suitably qualified trainers and assessors and is unable to deliver this program:</p> <ul style="list-style-type: none"> <li>• students will be issued with a Statement of Attainment for any successfully completed units of competency</li> <li>• any fees paid toward the program will be refunded on a pro rata basis.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p><b>The RTO has provided students with information in print or electronically concerning arrangements in the event of early termination of the program.</b></p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Transition</b>	<p>This qualification's status on TGA is current at the time of this strategy's expected start date.</p> <p>If this qualification is superseded with a new version before the end of the expected duration of the program, then:</p> <ul style="list-style-type: none"> <li>• if practical, students will complete training and assessment and receive any appropriate certificates in the old qualification within 12 months of the release of the new version</li> <li>• if this is not practical, students will transition to the new qualification within 12 months and complete their training and assessment in the new version within the expected duration of the program. Credit will be arranged for units completed and deemed as equivalent.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



## 1.4 Certification

Requirement	Pre-enrolment information	Confirmed by RTOM
<b>Certificates and Statements of Attainment</b>	<p>If a student is assessed as meeting the requirements of the qualification, and all agreed fees the student owes to the RTO have been paid, then within 30 calendar days* of all conditions being met:</p> <ul style="list-style-type: none"> <li>• an <b>AQF certificate and record of results</b> will be issued if the qualification in which the learner is enrolled is complete</li> <li>• a <b>Statement of Attainment</b> will be issued if the qualification in which the learner is enrolled is partially complete.</li> </ul> <p>* unless there is a written agreement with students and parents that the RTO will issue certification on exit or request</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Unique Student Identifier (USI)</b>	<ul style="list-style-type: none"> <li>• The school RTO will not issue an AQF certificate, record of results or Statement of Attainment to a student without having a verified USI for that individual.</li> <li>• The consequences of not providing the RTO with a USI have been explained to the student.</li> <li>• Each student's USI will be recorded by the RTO in SLIMS or Student Management and reported to QCAA in the same year that the certification was issued.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p>A student may access their training records and results (transcript) using their online USI account. For more information, see <a href="https://usi.gov.au/Students/pages/default.aspx">usi.gov.au/Students/pages/default.aspx</a></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Credit arrangements</b>	<p><b>Transitioning from an old version to a new version of a training product</b></p> <p>If the National Register (<a href="https://training.gov.au">training.gov.au</a>) deems a superseded unit of competency to be equivalent to its replacement, students may claim credit for a successfully completed superseded unit.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p><b>If a student already holds a unit of competency</b></p> <p>If a student has a Statement of Attainment for a unit of competency and it has the same code as a unit of competency making up this program, the student may make a claim for a credit transfer.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Recognition of prior learning (RPL) arrangements</b>	<p>Students may request recognition of prior learning (RPL) assessment.</p> <p>Students are advised of the opportunity to apply for RPL and, if requested, will be provided with an RPL document allowing them to provide verifiable details of prior learning. The evidence will be assessed for currency and against requirements of the units of competency, and an amended program strategy will be prepared, taking into account the student's prior learning.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p><b>The RTO has advised students in print or electronically of RPL arrangements.</b>    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.4 Certification

Requirement	Pre-enrolment information	Confirmed by RTOM
<b>Reissuing of Certificates and Statements of Attainment</b>	<p>The RTO maintains an auditable-quality register of all AQF qualifications (including Statements of Attainment) issued and authorised to issue. The register contains sufficient information to identify correctly the holder of the qualification, the AQF qualification by its full title, and date of issue/award/ conferral.</p>	<p>The Standards require compliance with the AQF Register and Issuance policies. All RTOs will:</p> <ul style="list-style-type: none"> <li>maintain an auditable-quality register of AQF qualifications issued (including Statements of Attainment) containing sufficient information to identify correctly <ul style="list-style-type: none"> <li>the holder of the qualification</li> <li>the AQF qualification by its full title</li> <li>date of issue/award/conferral</li> </ul> </li> <li>have a policy that permits replacement of certification documentation</li> <li>be responsible for authentication and verification of any replacement certification documentation.</li> </ul> <p>See <a href="http://www.aqf.edu.au/aqf-policies">www.aqf.edu.au/aqf-policies</a>.</p>
	<p>The RTO has a policy that permits the replacement of certification documentation and maintains responsibility for authentication and verification of any replacement certification documentation.</p>	
	<p><b>The RTO has advised students either in print or electronically about arrangements and fees related to obtaining replacement AQF certification.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>Gympie State High School provides replacement copies of issued VET certificates and statements of attainment.</li> <li>To protect people's privacy, copies can only be provided to the person named on the certificate.</li> <li>Fees are \$7.50 for each copy.</li> </ul> <p>The issuance and replacement policy and procedure may be accessed via the publicly accessible school RTO website. For more information, see: <a href="https://gympieshs.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx">https://gympieshs.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx</a></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.5 Reporting

Requirement	Pre-enrolment information	Confirmed by RTOM
<b>Recording results</b>	<ul style="list-style-type: none"> <li>Evidence-gathering tools are used to make decisions about a student's progress toward competency.</li> <li>The interim outcome descriptors of 'Satisfactory' or 'Unsatisfactory' will be used on students' projects and evidence documents.</li> <li>Students may continue to submit evidence until they exit the program or the end of the program's duration period.</li> <li>Assessor may determine final outcomes for units of competency at any time, but only after sufficient valid evidence</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.5 Reporting

Requirement	Pre-enrolment information	Confirmed by RTOM
	<p>has been gathered and assessed and any pre-requisite units have been successfully completed.</p> <ul style="list-style-type: none"> <li>• RTO management will record final outcomes (usually using the descriptors Competent, Not Competent, Credit Transfer, Superseded or Withdrawn) in Student Data Capture System (SDCS) or Student Management software approved by QCAA.</li> <li>• All final outcomes must be entered into a QCAA approved software program before the end of the last term of the VET program or immediately after a student exits the program.</li> <li>• RTO management reports student enrolment data to QCAA within the first term of the student's commencement of the VET program.</li> </ul>	
<b>Student profiles</b>	<ul style="list-style-type: none"> <li>• Student profiles are updated by the assessor and are accessible to students on request.</li> <li>• Assessors update the profile to confirm an individual student's submission of evidence and record interim and final outcomes.</li> <li>• RTO management uses final outcomes recorded in student profiles to update SDCS, Student Management and/or SLIMS.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Projects and evidence-gathering instruments</b>	<ul style="list-style-type: none"> <li>• All assessment activities, including projects and evidence-gathering tools, are identified by a code and listed in this document.</li> <li>• A mapping document provides evidence of how assessment activities, projects and evidence-gathering tools meet the requirements for each unit of competency.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Data privacy and reporting</b>	<p><b>The RTO has provided students with information in print or electronically concerning privacy, use of personal data and reporting.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• students are informed that personal information will be collected and reported on their behalf</li> <li>• student declarations and consent of the RTO's privacy notice are retained (for 2018 only)</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Use of personal email address</b>	<p><b>The RTO has provided students with information in print or electronically concerning use of personal email addresses on assessment materials and evidence.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• Agreed email addresses provide the same acknowledgment as a signature</li> <li>• The RTO has recorded students' and assessors' email addresses</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Complaints</b>	<p><b>The RTO has advised students either in print or electronically that complaints received by the RTO will be acknowledged in writing and finalised as soon as practicable.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• A complaint may be involving the conduct of the RTO's officers, students or third-party service providers of the RTO.</li> <li>• Any RTO officer may receive a complaint verbally, in writing or electronically</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.5 Reporting

Requirement	Pre-enrolment information	Confirmed by RTOM
<b>Appeals</b>	<p>The RTO has advised students either in print or electronically that all appeals received by the RTO will be acknowledged in writing and finalised as soon as practicable. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> <li>• There are two types of appeals that can be lodged: <ul style="list-style-type: none"> <li>– appeal of final assessment decision</li> <li>– appeal of any other RTO decision.</li> </ul> </li> <li>• Appeals must be submitted to the RTO in writing using the RTO's appeal form.</li> </ul>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Publicly availability</b>	<p>The complaints and appeals policy and procedure may be accessed via the publicly accessible school RTO website. For more information, see:  <a href="https://gympieshs.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx">https://gympieshs.eq.edu.au/Curriculum/VocationalEducation/Pages/VocationalEducation.aspx</a></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Section 2 Core and elective components

**Relevant Standards:** 1.1, 1.2, 1.4, 1.7, 1.8(a), 1.12, 3.5, Schedule 5

**Note:** A prerequisite unit may be delivered through an integrated approach with the secondary unit — it does not have to be fully completed before starting the secondary unit. However, to satisfy formal requirements, the prerequisite unit must be signed off prior to the secondary unit.

2.1 Core and elective units being offered		
Enter the unit code and title Hyperlink to unit on TGA is recommended	Unit type	Pre-requisite unit required?
BSBADM101 Use business equipment and resources <a href="http://training.gov.au/Training/Details/BSBADM101">http://training.gov.au/Training/Details/BSBADM101</a>	Listed Elective	<input type="checkbox"/>
BSBCMM101 Apply basic communication skills <a href="http://training.gov.au/Training/Details/BSBCMM101">http://training.gov.au/Training/Details/BSBCMM101</a>	Listed Elective	<input type="checkbox"/>
BSBITU111 Operate a personal digital device <a href="http://training.gov.au/Training/Details/BSBITU111">http://training.gov.au/Training/Details/BSBITU111</a>	Listed Elective	<input type="checkbox"/>
BSBITU112 Develop keyboard skills <a href="http://training.gov.au/Training/Details/BSBITU112">http://training.gov.au/Training/Details/BSBITU112</a>	Listed Elective	<input type="checkbox"/>
BSBLED101 Plan skills development <a href="http://training.gov.au/Training/Details/BSBLED101">http://training.gov.au/Training/Details/BSBLED101</a>	Listed Elective	<input type="checkbox"/>
BSBWHS201 Contribute to health and safety of self and others <a href="http://training.gov.au/Training/Details/BSBWHS201">http://training.gov.au/Training/Details/BSBWHS201</a>	Core Unit	<input type="checkbox"/>

### 2.2 Optional units and flexibility

Some of the units listed appear in other qualifications delivered by this RTO.

**BSBADM101 Use business equipment and resources** is currently delivered in BSB20115 Certificate II in Business. The first assessor to complete the unit will record a result of Competent and the other assessor/s will record a credit transfer.

**BSBITU112 Develop keyboard skills** is currently delivered in BSB20115 Certificate II in Business. The first assessor to complete the unit will record a result of Competent and the other assessor/s will record a credit transfer.

**BSBWHS201 Contribute to health and safety of self and others** is currently delivered in BSB20115 Certificate II in Business, BSB30415 Certificate III in Business Administration and ICT20115 Certificate II in Information, Digital Media and Technology. The first assessor to complete the unit will record a result of Competent and the other assessor/s will record a credit transfer.

# Section 3 Program assessment details

**Relevant Standards:** 1.1, 1.2, 1.3(c), 1.8, 2.1, 2.2, 5.2

### 3.4 Program details

3.4 Program details					
<b>Project 1</b>	<b>C1BPRO1 – Work and my future</b> T:\BUSINESS EDUCATION\VBI YEAR 10 CERT 1\Assessment\C1BPRO1 - Work & my future				
<b>Estimated duration</b>	10 weeks – Term 1	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment activity</b>		<b>Unit/s for which partial or complete evidence will be gathered</b>	<b>Evidence-gathering tools used</b>	<b>Tool code</b>	
<b>Basic computer operation</b> <b>Career planning and job seeking</b> <i>An activity composing a resume, using appropriate software (e.g. Microsoft Word) on the computer, and a portfolio of supporting documents to apply for a particular job.</i>		<ul style="list-style-type: none"> <li>• BSBITU111 Operate a personal digital device</li> <li>• BSBLED101 Plan skills development</li> </ul>	Observation checklist	<input checked="" type="checkbox"/>	C1BOBS1
			Questions checklist	<input type="checkbox"/>	
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	C1BFOLIO1
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
<b>Project 2</b>	<b>C1BPRO2 – Working in Administration</b> T:\BUSINESS EDUCATION\VBI YEAR 10 CERT 1\Assessment\C1BPRO2 - Working in Admin				
<b>Estimated duration</b>	10 weeks – Term 2	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment activity</b>		<b>Unit/s for which partial or complete evidence will be gathered</b>	<b>Evidence-gathering tools used</b>	<b>Tool code</b>	
<b>Basic communication skills</b>			Observation checklist	<input checked="" type="checkbox"/>	C1BOBS2

### 3.4 Program details

<b>Development of touch-typing skills</b> <i>A project based on working in administration that requires the application of communication skills to complete some routine business correspondence while using touch-typing technique</i>		<ul style="list-style-type: none"> <li>BSBCMM101 Apply basic communication skills</li> <li>BSBITU112 Develop keyboard skills</li> </ul>	Questions checklist	<input type="checkbox"/>	
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	C1BFOLIO2
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
<b>Project 3</b>	<b>C1BPRO3 – Working Safely</b> T:\BUSINESS EDUCATION\VBI YEAR 10 CERT 1\Assessment\C1BPRO3 - Working Safely				
<b>Estimated duration</b>	10 weeks – Term 3	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final		<b>Assessment tools mapped on separate document</b>
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Assessment activity</b>		<b>Unit/s for which partial or complete evidence will be gathered</b>		<b>Evidence-gathering tools used</b>	<b>Tool code</b>
<b>Working safely</b> <i>A project based on assisting with a Smart Moves project, which is focused on ensuring staff work safely.</i>		<ul style="list-style-type: none"> <li>BSBWHS201 <i>Contribute to health and safety of self and others</i></li> </ul>		Observation checklist	<input checked="" type="checkbox"/> C1BOBS3
				Questions checklist	<input type="checkbox"/>
				Review of product/service against specifications	<input type="checkbox"/>
				Review folio of work against specifications	<input checked="" type="checkbox"/> C1BFOLIO3
				Third party report	<input type="checkbox"/>
				Safety induction checklist	<input type="checkbox"/>



### 3.4 Program details

<b>Project 4</b>	<b>C1BPRO4 – Business Equipment</b> T:\BUSINESS EDUCATION\VBI YEAR 10 CERT 1\Assessment\C1BPRO4 - Business Equipment				
<b>Estimated duration</b>	6 weeks – Term 4	<b>Outcome type</b>	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	<b>Assessment tools mapped on separate document</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessment activity</b>	<b>Unit/s for which partial or complete evidence will be gathered</b>	<b>Evidence-gathering tools used</b>		<b>Tool code</b>	
<b>Using business equipment</b> <i>Choosing equipment and resources to complete a variety of tasks</i>	• <i>BSBADM101 Use business equipment and resources</i>	Observation checklist	<input checked="" type="checkbox"/>	C1BOBS4	
		Questions checklist	<input type="checkbox"/>		
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	C1BFOLIO4	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		

# Section 4 Work experience

**Relevant Standards:** 1.1, 1.5, 1.6(a), 1.8, 2.1, 5.2, 8.5

4.1 Work experience arrangements			
On what basis is work experience provided?		For all employers providing work experience relevant to this qualification:	
Not provided (go to Section 5)	<input type="checkbox"/>	Written agreements are in place.	<input type="checkbox"/>
VET program/course requirement	<input type="checkbox"/>	Realistic workplace experience	<input type="checkbox"/>
RTO requirement	<input type="checkbox"/>	Third party report included in Section 3.4	<input type="checkbox"/>
Student wants work experience	<input type="checkbox"/>	Student information in Section 1 of TAS is accurate.	<input type="checkbox"/>
Optional	<input checked="" type="checkbox"/>		
File location of work experience agreements	T:\Industry Liaison - Kerry\Students Work Experience Forms		

4.2 Register of employers with written agreements in place	
Enter name and location of each business, company or industry providing work experience	
<i>e.g. Robert Tsu Smallgoods, Brisbane</i>	<i>e.g. Fast Eats Cafe, Paddington</i>