

# Training and assessment strategy

BSB20120 – Certificate II in Workplace Skills

Centenary Heights SHS

Approval School RTO training and assessment strategy			
<b>School RTO name</b>	Centenary Heights SHS	<b>QCAA number</b>	270
<b>Qualification code</b>	BSB20120	<b>National provider number</b>	30258
<b>RTO Manager</b>		<b>Principal</b>	
<b>Name</b>	Dave McMillan	<b>Name</b>	Dan Lindenmayer
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<b>Date</b>	15/07/2022	<b>Date</b>	8/07/2024

QCAA standardised training and assessment strategy document, updated March 2021

## 3.4 Program details

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<b>Project 1</b>	<b>Safety &amp; Sustainability</b> — Assessment tools are found at: <b>G:\Coredata\Curriculum\VET\aaFaculty Folders\Cert II Workplace Skills (BSB20210)</b>			
<b>Estimated duration</b>	10 weeks	<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>
<p>Students will complete a number of practical tasks involving sound health and safety protocols and reference to key legislation, hazard analysis and risk management and operating a personal digital device covering key aspects of operation from start-up to shut-down, file management, printing etc, as a leadup to Project 2.</p> <p>Students will participate in environmentally sustainable activities covering the identification and application of environmental policies and procedures in the workplace that are relevant for employees who work under instruction but are not generally responsible for others. This unit will be in the context of the Project 2 tasks.</p> <p>Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. Final unit outcome will be awarded for BSBWHS211, BSBSUS211, BSBTEC101, BSBCMM201</p>	<p><b>BSBWHS211 Contribute to the health and safety of self and others</b></p> <p><b>BSBSUS211 Participate in sustainable work practices</b></p> <p><b>BSBTEC101 Operate digital devices</b></p> <p><b>BSBCMM201 Apply communications skills</b></p>	These tools are used by the assessor conducting the assessment activity. Each evidence-gathering tool must have decision-making rules.		Use this code when making validation selections.
		Observation checklist	<input checked="" type="checkbox"/>	WSOBS1
		Questions checklist	<input checked="" type="checkbox"/>	WSQUES1
		Review of product/service against specifications	<input type="checkbox"/>	
		Review folio of work against specifications	<input checked="" type="checkbox"/>	WSFOLIO1
		Third party report	<input type="checkbox"/>	

### 3.4 Program details

<b>Project 2</b>	<b>Project 2 \$20 Boss</b> <b>G:\Coredata\Curriculum\VE\aaFaculty Folders\Cert II Workplace Skills (BSB20120)</b>				
<b>Estimated duration</b>	22 weeks	<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>	
<p>Students will complete a range of tasks to demonstrate competency working effectively in a business environment which includes:</p> <ul style="list-style-type: none"> <li>• Personal Wellbeing</li> <li>• Workplace skills</li> <li>• Short answer questions</li> <li>• Case studies</li> <li>• Team project</li> </ul> <p>Students will assume the context of working as a team member to achieve agreed outcomes in a working business environment. Activity will be \$20BOSS. In their role as a team member, students will be required to demonstrate a range of skills and knowledge, including:</p> <ul style="list-style-type: none"> <li>• Read and understand workplace documents relevant to working effectively</li> <li>• Use appropriate communication techniques</li> <li>• Work as part of a team</li> <li>• Seek feedback and task clarification</li> <li>• Select appropriate software to achieve outcomes</li> <li>• Complete tasks in a timely manner</li> </ul> <p>Evidence is recorded in the student profile as 'satisfactory' or 'unsatisfactory'. Final unit outcome will be awarded for</p> <p>BSBOPS201; BSBTWK201; BSBTEC201 BSBTEC202; BSBPEF202; BSBPEF201</p>	<p><b>BSBOPS201 Work effectively in business environments</b></p> <p><b>BSBTWK201 Work effectively with others</b></p> <p><b>BSBTEC201 Use business software applications</b></p> <p><b>BSBTEC202 Use digital technologies to communicate in a work environment</b></p> <p><b>BSBPEF202 Plan and apply time management</b></p> <p><b>BSBPEF201 Support personal wellbeing in the workplace</b></p>	Evidence gathering tools are used by the assessor doing the assessment activity. Each evidence-gathering tool must have decision making rules.		Assessment tool codes. Use this code when making validation selections.	
		Observation checklist	<input checked="" type="checkbox"/>	WSOBS2	
		Questions checklist	<input checked="" type="checkbox"/>	WSQUES2	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	WSFOLIO2	
		Third party report	<input type="checkbox"/>		

