**Training and Assessment Strategy**

**2018**

**BSB30115**

**Certificate III**

**in**

**Business**

Contents

[Training Product: 3](#_Toc524943008)

[Target Learners: 3](#_Toc524943009)

[Course Entry Requirements: 5](#_Toc524943010)

[Pathways for Learners: 7](#_Toc524943011)

[Credit Arrangements: 7](#_Toc524943012)

[RPL Arrangements: 8](#_Toc524943013)

[Course Requirements - Core and Elective Units: 9](#_Toc524943014)

[Course Duration: 9](#_Toc524943015)

[Course Organisation & Delivery Mode: 11](#_Toc524943016)

[Implementation Guidance: 12](#_Toc524943017)

[Schedule and Sequencing: 13](#_Toc524943018)

[Educational & Support Services: 13](#_Toc524943019)

[Assessment Arrangements: 14](#_Toc524943020)

[Specific Assessor Requirements: 15](#_Toc524943021)

[Reasonable Adjustment: 16](#_Toc524943022)

[Legislative Requirements: 17](#_Toc524943023)

[Infrastructure, Equipment & Physical Resources: 18](#_Toc524943024)

[Learning & Assessment Resources: 18](#_Toc524943025)

[Evidence Gathering Techniques: 19](#_Toc524943026)

[First Choice College Personnel: 20](#_Toc524943027)

[**Schedule 1: Recommended Study Plan** 21](#_Toc524943028)

[**Schedule 2: Recommended Assessment Schedule** 22](#_Toc524943029)

## Training Product:

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| --- | --- |
| Course Code & Name:  | BSB30115 - Certificate III in Business |
| Release Number: | Release 2 |
| Version Date (Package):  | 14 January 2016 |
| Qualification Description: | This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team. Licensing/Regulatory Information:* No licensing, legislative or certification requirements apply to this qualification at the time of publication.
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## Target Learners:

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| Learner Characteristics:  | Learners may be recent school leavers, other learners maybe building on their previous learning and/or as a means to gain employment or returning to the workforce.  |
| Target group course strategy:  | Group 1: * Assessment through RPL (assessment only pathway)
* Gap training and assessment (where required)

Group 2:* Case studies and simulated workplace projects
* Encourage the use of workplace mentors
* Assessment can incorporate the use of third party reports for practical components.

Group 3: * Training can incorporate the IBSA’s simulated business resources: Coffeeville or Australian Hardware whichever is noted in the specific assessment.
* Assessment incorporate case studies
* Longer course time-frame to fully absorb the required knowledge and develop skills via an extension
* Text books and relevant templates.
 |
| Learner required resources:  | Each Learner must have access to and be competent in the application of the following resources in order to complete the course. These requirements apply to each unit within the course. These resources are as follows:* A reliable desktop computer or laptop
* One of the following operating systems on the computer or laptop;
	+ Windows 8 or higher
	+ MAC operating system (Apple Mac computers may need additional software to recognise the functionality settings of the learning materials)
* Stable internet connection with a minimum download speed of 3mbps. Prospective Learners can go to [www.speedtest.net](http://www.speedtest.net) to perform a speed test of their internet connection
* Current version of a web browser, Chrome or Mozilla Firefox
* An email account – this can be created through Yahoo, Hotmail and Gmail
* The latest version of Adobe Reader
* The latest version of Windows Media Player or QuickTime
* Microsoft Office (version 2013 or later) that includes Word, Excel and PowerPoint
* Printer and scanner
* Adobe Flash Player 11 or higher
* Video camera or recording device such as webcam (smart phones such as iPhones cannot be used)
* A room or environment that is conducive for the delivery of the practical component of the course where applicable (that is, large enough to accommodate a group of four people)
* Access to a group of at least three (3) adults to participate in the practical components of this course
 |
| First Choice College supplied resources: | Learners will access the course Learners Workbook, additional support materials and assessments via First Choice College’s online Learning Management System.  |

## Course Entry Requirements:

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| Qualification Requirements:  | This specific course has the following entry requirements based the on the current training package rules: Learners are required to complete the following units: **Total number of units = 12** * 1 core units  plus
* 11 elective units, of which:
* 7 elective units must be selected from the elective units listed on: https://training.gov.au/Training/Details/BSB30115
* 4 elective units may be selected from the elective units listed on: https://training.gov.au/Training/Details/BSB30115, or any currently endorsed Training Package or accredited course at the same qualification level
* if not listed below, 1 unit may be selected from either a Certificate II and 2 units may be taken from a Certificate IV qualification.
	+ Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

**Core Units** * BSBWHS302 Apply knowledge of WHS legislation in the workplace

**Electives Units (Selected by First Choice College)*** BSBITU303 - Design and produce text documents
* BSBITU306 - Design and produce business documents
* BSBITU309 - Produce desktop published documents
* BSBADM311 - Maintain business records
* BSBFIA301 - Maintain financial records
* BSBINM301 - Organise workplace information
* BSBPRO301 - Recommend products and services
* BSBPUR301 - Purchase goods and services
* BSBWOR301 - Organise personal work priorities and development
* BSBDIV301 - Work effectively with diversity
* CUAPPR201 – Make simple creative work

Learners must have: * Good conversational English skills,
* Good English writing skills and
* Equivalent to year 9 Math

No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| LL & N Indictor: | After enrolling in the course, each Learner must complete the Language, Literacy and Numeracy (LLN) Indicator Tool. This LLN evaluation will assist First Choice College in identifying each learner’s needs and appropriate support to be offered by First Choice Training. Access to the LLN Robot as the LLN Indicator Tool: <https://llnrobot.com.au/>  |
| USI:  | Before commencing any nationally recognised course offered by First Choice College, each Learner must provide a USI. Each Learner enrolment received must have a verified USI as per the AVETMISS reporting requirements. First Choice College will only issue a qualification, record of result and statement of attainment to a Learner if there is a verified USI against the Learner’s file. Each Learner must provide their USI (Unique Student Identifier) before they can gain access to their materials. If they do not have a USI, they can create one at: [https://www.usi.gov.au/Learners/create-your-usi](https://www.usi.gov.au/students/create-your-usi)  |
| USI and Off-shore Learners | All off-shore Learners are not required to obtain a USI.  |
| Licensing/Regulatory Information: | First Choice College does not offer any courses/qualifications or standalone units of competency that require specific licensing for course entry.  |
| Age: | There is no minimum age of entry for any courses currently held on scope by First Choice College. However, applicants under the age of 18 years will have a Guardian Consent emailed to them. This must completed by the Guardian prior to commencing the course.  |
| National Criminal Check or Working with Children Check:  | First Choice College does not offer any courses/qualifications or standalone units of competency that require specific ‘Checks’ for course entry. |

Course Fees:

|  |  |
| --- | --- |
| [Fee Schedule Register](file:///Z%3A%5C4%20-%20Compliance%20System%5CFCC%20-%20Fee%20Schedule%20Register.xlsx)  | Course fee is an all-inclusive set fee. RPL applications (three attempts only) and Credit Transfers are also included.Please note that on occasions First Choice College will offer this course at a special promotional price. All changes to the pricing structure including advertised specials are recorded on the First Choice College – [Fee Schedule Register](file:///Z%3A%5C5%20-%20Records%20System%5CRegisters%5CFCC%20-%20Course%20Fee%20Schedule%20Register.xlsx). |
| RPL & CT Fees: | Course fee is an all-inclusive set fee. RPL applications (three attempts only) and Credit Transfers are also included. |

## Pathways for Learners:

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| --- | --- |
| Careers Pathways:  | There are currently no national credit arrangements between qualifications in the BSB Business Services Training Package and higher education programs due to the diversity of business, commerce and accounting curriculum across universities. Learners completing this course may choose to enrol into the next level of a relevant qualification as a career pathway such as:  |
| Employment Pathways:  | The following Employment Pathways is extracted from the [BSBv2 Implementation Guide](file:///%5C%5Cfct-srv%5Cfct%20data%5CValidation%20Project%202018%5CValidation%20System%20Documents%202018%5CBSBv2_Implementation_Guide.pdf):  |

## Credit Arrangements:

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| What is a Credit Transfer? | A credit transfer is a system whereby successfully completed units of study contributing towards a certificate or diploma can be transferred from one course to another. First Choice College recognises statements of attainment and record of results issued by other registered training organisations (RTOs). |
| What will Learners need to provide? | The Learner must provide a certificated copy of their AQF certification documents that must be witnessed by a Justice of the Peace (JP) or Commissioner for Declarations. Assessors will also need to check the register of JP (state based) to confirm authority to sign. |
| What is the Assessor required to action? | First Choice College must verify the authenticity of the statement of attainment and record of result by contacting the issuing RTO prior to approve any units as credit transfer.Assessors must use the First Choice College [RPL & Credit Transfer Policy and Procedure](file:///Z%3A%5C2%20-%20Policies%20%26%20Procedures) which outlines in detail the process to be followed for granting Credit Transfer/s. The Assessor has up to 10 business days to review these documents and provide an official outcome to the Learner via email.  |
| Unit Requirements:  | A Credit Transfer of a unit/s must be either the same or equivalent based on the current training package rules for the specific unit. Visit [www.training.gov.au](http://www.training.gov.au)  |

## RPL Arrangements:

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| --- | --- |
| What is RPL? | Recognition of Prior Learning (RPL) involves assessing an individual’s current knowledge, skills and experiences that may have been acquired through work experience, informal training and formal training. First Choice College offers all enrolled Learners the opportunity to be assessed through an assessment only pathway also known as Recognition of Prior Learning (RPL). |
| What are Learners to Provide? | The Leaner is required to make an application for RPL. The Learner must complete the [RPL Application Kit.](file:///Z%3A%5C3%20-%20Forms%5CRPL%20Forms%20and%20Application%20Kits%5CRPL%20Kits) Specific instructions for the Learner are in the kit.  |
| What is the Assessor required to action? | RPL applications will be reviewed after a Learner has enrolled and paid for the course. Assessors must use the First Choice College [RPL & Credit Transfer Policy and Procedure](file:///Z%3A%5C2%20-%20Policies%20%26%20Procedures) which outlines in detail the process to be followed for granting RPL. |
| Unit Requirements:  | RPL of a unit/s will be granted based on the evidence the Learner has submitted and must meet the current training package rules for the specific unit. Visit [www.training.gov.au](http://www.training.gov.au) |

## Course Requirements - Core and Elective Units:

|  |  |
| --- | --- |
| Course Code & Name:  | BSB30115 - Certificate III in Business  |
| Release Number: | Release 2 |
| Version Date:  | 14th January 2016 |
| Core Units: | 1. BSBWHS302 - Apply knowledge of WHS legislation in the workplace
 |
| Elective Units: | 1. BSBITU303 - Design and produce text document
2. BSBITU306 - Design and produce business documents
3. BSBITU309 - Produce desktop published documents
4. BSBADM311 - Maintain business records
5. BSBFIA301 - Maintain financial records
6. BSBINM301 - Organise workplace information
7. BSBPRO301 - Recommend products and services
8. BSBPUR301 - Purchase goods and services
9. BSBWOR301 - Organise personal work priorities and development
10. BSBDIV301 - Work effectively with diversity
11. CUAPPR201 – Make simple creative work
 |
| Relevant pre-requisite and co-requisite units: | This course currently has the following pre-requisite or co-requisite units: * No licensing, legislative or certification requirements apply to this qualification at the time of publication.
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## Course Duration:

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| Standard Course Duration: | The standard course duration is: 12 months (1 year) however, Learners will have access to the LMS for 18 months to cover periods of extension (only). Learners have the option to progress faster through the course based on their work experience, skills and knowledge and depending on the needs and characteristics of the Learner. Alternatively Learners may complete the program earlier than these timelines through achievement of RPL and/or Credit Transfer.Learners also have the option to request an extension for either: 1 month, 3 months or 6 months.  |
| Study Hours:  | The Learner should expect to undertake on average 12 hours study per week for the standard duration of the course. Learners are engaged with First Choice College Trainers for coaching sessions and assessment activities on at least a fortnightly basis over the duration of the program. These mentoring sessions are undertaken at times negotiated with each Learner.  |
| Course Nominal Hours: | Total course nominal hours, for delivery, activities and assessments for both core and elective units, are in the range of 530 hours.Nominal hours are an allocation to describe how long a Learner who does not hold any of the competencies identified in the relevant units of competency would take to develop all the required skills and knowledge. This nominal duration includes all teaching and learning activities such as guided learning (online tutorials, pre-recorded tutorials, online or self-paced study as applicable).  |
| Volume of Learning: | The amount of training provided by First Choice College is part of the overall volume of learning and relates primarily to formal activities including classes, individual study, research and assessment activities and open room Q&A. VoL = 1200 hours A standard study plan allows for 12 hours study per week. As a component of this, the amount of training provided in this instance through program delivery is: * 1200 hours of independent online study monitored by a Trainer, who will provide individual support as required by the Learner,
* Or a combination of Trainer facilitated learning and independent online study,
* Or online classroom based Trainer facilitated learning.

Negotiated individual or group study support sessions are available with a Trainer depending on the needs of the learner/s. Learners may wish to complete the qualification within 6 months, this is based on the Learners existing underpinning skills and knowledge including their application of achieving completion of the required learning and assessments. Learners who study part-time may complete the qualification over 1 year. The Learner also has the option to apply for RPL for individual units and Credit Transfer is another option available.  |

## Course Organisation & Delivery Mode:

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| Delivery mode: | External delivery – online. Learners with poor or limited internet access can study via correspondence. The main delivery approaches one-to-one coaching/mentoring model, via online, telephone and email with First Choice College Trainers. As the learning topics are a mix of theory and practical content, this approach is most suitable to provide the individual the opportunity to discussion the unit in context with the learners industry and workplace experience or in context to the case study provided. |
| Study Plan:  | In each Learner context, First Choice College personnel recommend a study pathway providing a logical program structure for Learners undertaking learning and assessment tasks.It is preferred for Learners to study the course UoC in the order of their Study Plan presented at the commencement of the course. This provides the opportunity for Trainers to invite targeted groups of Learners to online Tutorials as needed across different cohorts.  |
| Self-paced Study: | Learners should expect to undertake approximately 12 hours week for the duration of their Study Plan. These hours are self-paced learning. A significant amount of self-paced learning and project work is required to be undertaken. This may include the Learner utilising their workplace environment or a simulated workplace (a case study and supporting documents provided by First Choice College) as a component of the study program. |
| Online workshops and Mentoring sessions:  | Learners may also be engaged with First Choice College Trainers for online workshops and mentoring sessions which are available at other negotiated times.  |
| Dedicated Trainer: | The delivery model at First Choice College is for each Learner to have a dedicated Trainer who facilitates the opportunity to negotiate program structures with Learners, utilising the First Choice College Study Plan to align the learning program to their individual and organisational needs.First Choice College Trainers are available online, via phone or email - Monday to Friday between 9am to 5pm. Casual Trainers have individual Trainer schedules which is communicated to their cohort of Learners.The online environment includes messaging, instant online chat, and video calls. Telephone and email communications is available to all Learners.  |
| Support Standards: | First Choice College Trainers are available to support any telephone or email queries with 1 x working day turnaround. Please refer to First Choice College [Online Service Standards](file:///Z%3A%5C2%20-%20Policies%20%26%20Procedures) for further information. |
| Monitoring Progress: | All Learners are provided with regular feedback on their course work and have their course progress monitored to ensure that relevant and regular support is provided and any study issues are identified. Please refer to First Choice College *Trainer Responsibilities* (in the employee handbook).  |

## Implementation Guidance:

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| BSB Implementation Guide: | The current version of the guide is - V2 2016.Following are the implementation requirements for this qualification as offered by First Choice College. * There are currently no requirements in the implementation guide.
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## Schedule and Sequencing:

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| Study Plan: | The Study Plan is made up of 1 unit to be completed every 30 days and is based on an analysis of the Learner cohort and, in conjunction with the specific requirements of the course. |
| Schedule:  | The schedule of training and assessment activities is to ensure Learners are able to fully develop the required skills and knowledge prior to being assessed. Variations for some cohorts will be made under reasonable adjustment due to their specific learning needs. Units with a lower VoL hours will be able to be completed sooner than 30 days and will often be followed by a unit with a similar VoL hours.The course is available for open enrolment throughout the year, with the exception of the company’s annual Christmas closure of approximately 2 weeks. Please refer to Schedule 1 attached for specific sequencing information. |

## Educational & Support Services:

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| Support Services:  | * First Choice College offers Educational and support services which may include, but are not limited to:
* Pre-enrolment materials;
* Study support and study skills programs;
* Referral to Language, literacy and numeracy (LLN) programs;
* Referral to specialist equipment hire and other resources and/or programs to increase access for Learners with disabilities and other Learners in accordance with access and equity;
* Referral to Mediation services;
* Flexible scheduling and delivery of training and assessment;
* Referral to Counselling services;
* Referral to Information and communications technology (ICT) support;
* Learning materials in alternative formats, for example, in large print;
* Referral to other services that First Choice College considers necessary to support Learners to achieve competency.
 |
| Review Support Needs:  | First Choice College’s Study Plan is reviewed with all Learners prior to commencement to identify any individual need, resource requirements, and delivery unit schedule and support options available to the Learner. Learners are asked to identify their individual needs, but are sometimes reluctant to do so. First Choice College Trainers and Assessors monitor the progress of all Learners and their readiness for assessment as they progress through their course.Delivery materials and methods may be adapted for the special needs of individual clients. First Choice College maintains a [specialist services referral register.](file:///Z%3A%5C2%20-%20Policies%20%26%20Procedures) Referrals may include for example: agents for ICT equipment for vision requirements, how to access an interpreting service or Language, Literacy and Numeracy training to name a few. |

## Assessment Arrangements:

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| Assessment Approach: | At all times, the assessment approaches planned will be compliant with First Choice College [Assessment Policy.](file:///Z%3A%5C2%20-%20Policies%20%26%20Procedures) All assessment approaches used are compliant with the requirements of the Assessment Guidelines from the National Training Package.  |
| Evidence Gathering:  | For each unit of competency (and each element within the unit), a range of evidence will be collected as per the evidence gathering techniques below. It is a requirement that all assessments maintain at a minimum, multiple types of appropriate evidence to verify the candidate’s competence for each element within a unit, which address the performance criteria requirements of the elements. At least one of these evidence pieces should be a form of direct evidence (it should be noted that evidence pieces may overlap elements and units within the course). |
| Assessment Tools Inclusions:  | All assessment tools are aligned directly with the course in the following ways:* Meets Unit, Element & Performance Criteria requirements;
* Covers the Unit Range Statement or Range of Conditions, Evidence Guide and Critical Aspects of Evidence or Assessment Conditions;
* Covers the Foundation Skills;
* Covers all Underpinning Knowledge or Knowledge Evidence, and Skills requirements or Performance Evidence; and
* Covers Specific Evidence Requirements as listed in each individual unit of competency.

All specific resources for each unit of competency are listed within First Choice College *Assessment Tools* for each unit. Information within each unit resource includes but not limited to: * Specific assessment resources required
* Assessment methods available to be used
* Any adjustments that may be needed to cater for different Learner characteristics
* Specific equipment if required

Assessors, when deeming a candidate competent, must have judged evidence collected to also have met the requirements of the *Training Package* and be certain that the candidate can consistently apply and transfer the skills and knowledge covered into new work situations. |
| Number of Attempts: | All Assessment Tasks undertaken by Learners with a Not Satisfactory outcome may be re-attempted for a maximum three attempts in total. |
| RPL and/or Credit Transfer:  | Recognition documentation and applications is available for all units of competency for those Learners who have extensive experience in the unit areas. RPL and Credit Transfer applications is be offered to all Learners.  |

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## Specific Assessor Requirements:

There are no specific assessor requirements for this course. However, all Trainers and Assessor must meant the [Standards for Registered Training Organisations (RTOs) 2015](https://www.legislation.gov.au/Details/F2017C00663), specifically Clauses 1.13 – 1.16.

##

## Reasonable Adjustment:

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| What is Reasonable Adjustment:  | There may be times and situations in which a Learner may require ‘Reasonable Adjustment’ of the training and assessment methods implemented by First Choice College to meet their specific individual needs. These individual Learner needs may include (but not limited to):* Disability;
* Temporary or permanent injury (i.e. back injury, broken leg/arm); or
* Sight or hearing impairments.
* Verbal assessment or
* Limited access to equipment required for a particular assessment requirement.
 |
| Expected Performance: | Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.  |
| Modifications: | The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the Learner undertaking the course. The adjustments must benefit the Learner whilst maintaining the competency standards and may include actions such as but not limited to:* Verbal assessment recorded via video recording platforms; and
* Referral to an interpreting services (without effecting the integrity of the outcome); and
* Text to voice tools.
 |
| Planning adjustments: | Where a Learner requests or is identified as requiring reasonable adjustment to the training and assessment process a detailed training and assessment plan including timetables, notes regarding the required adjustments, and any related communications regarding the adjustments must be maintained in the Learner file. * Use the [DOC16 - Reasonable Adjustment V3 2018](file:///Z%3A%5C3%20-%20Forms%5CFCC%20-%20Trainer%20Forms%5CDOC16%20-%20Reasonable%20Adjustment%20V3%202018.docx) – form to record the request.
* Ensure the plan is discussed with the Learner and agreed
* The Learner must sign in agreement and file must be saved in the Learns file.
 |
| When Reasonable Adjustment can be denied:  | Adjustments are not required if they could: * Cause the RTO unjustifiable hardship
* Harm other Learners.
* Making reasonable adjustments requires the RTO to balance the need for change with the expense or effort involved in making this change.
* If an adjustment requires a disproportionately high expenditure or disruption it is not likely to be reasonable.
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## Legislative Requirements:

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| Legislative Requirements for this Training Product:  | First Choice College personnel note the following legislation that impacts on their planning and implementation of delivery approaches in the course area. Specific legislative documents are located at: <https://www.legislation.gov.au/> There are no specific legislative requirements for this course, however First Choice College complies with the following instruments when interacting with Learners and the management of their data: * **Work Health and Safety Act 2011** - <http://www.comlaw.gov.au/Series/C2011A00137>
* **Industrial Relations Act 1988** - <http://www.austlii.edu.au/au/legis/cth/num_act/ira1988242/>
* **Privacy Act 1988 (Privacy Act)** - <http://www.privacy.gov.au>.
* **Privacy Amendment (Notifiable Data Breaches) Act 2017 (NDB Act) -** https://www.legislation.gov.au/Details/C2017A00012
* **Anti-Discrimination Act 1991 -** https://www.legislation.qld.gov.au/view/pdf/2017-06-05/act-1991-085
* **Equal Opportunity**
	+ New South Wales Anti-Discrimination Act 1977
	+ Queensland Anti-Discrimination Act 1991
	+ South Australia Equal Opportunity Act 1984
	+ Victoria Equal Opportunity Act 2010
	+ Western Australia Equal Opportunity Act 1984 <http://www.equalitylaw.org.au/elrp/resources/>
* **Copyright Act 1968** - [www.aph.gov.au/library/pubs/rn/1998-99/99rn26.htm](http://www.aph.gov.au/library/pubs/rn/1998-99/99rn26.htm)
* **National Vocational Education and Training Regulator Act 2011** - http://www.comlaw.gov.au/Details/C2014C00623
* **Australian Consumer Law (ACL) 2011** - <http://www.consumerlaw.gov.au/content/Content.aspx?doc=home.htm>
* **Competition and Consumer Act (CCA) 2010** - <http://www.accc.gov.au/content/index.phtml/itemId/815209>
 |

## Infrastructure, Equipment & Physical Resources:

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| Assessment Conditions:  | Following is a list of the equipment and materials essential for assessment as per the *Assessment Conditions* section of the Assessment Requirements documented for each unit of competency of this qualification. [www.training.gov.au](file:///%5C%5Cfct-srv%5Cfct%20data%5CValidation%20Project%202018%5CValidation%20System%20Documents%202018%5CTemplates%5Cwww.training.gov.au) |
| Trainer/Assessor access:  | All First Choice College Trainers and Assessors involved in the delivery of this course have direct access a range of training and assessment resources that incorporate special needs and reasonable adjustment procedures.Trainers and Assessor have access to the following equipment for the delivery and assessment: * Desktop computer or Laptop
* Latest version of MS Office including email
* High speed internet connection
* Webcam
* Telephone
* Policies & Procedures and related forms
* Administrative assistance
* Other standard office equipment
 |
| Approved Resources:  | Resources approved for each unit of competency are listed in the [Competency Mapping](file:///Z%3A%5CValidation%20Project%202018%5CCompetency%20Mapping) documentation for each unit of competency. |

## Learning & Assessment Resources:

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| Resources overview:  | First Choice College has carefully chosen and planned the learning resources used in the Learners guide to ensure they are able to obtain and absorb the required knowledge and skills prior to assessment. These resources provide full coverage of all the required areas. |
| Resources for this Qualification:  | The following resources are available and utilised when planning and implementing this course program:* Approved learning and assessment resources are listed in the Trainer/Assessor Guide for each unit of competency.
* The resources for this course are;
	+ Catapult - <https://firstchoice.elearninglogin.com/libraries> Catapult has the learners’ reading materials in the above portal.
	+ Relevant templates for assessment tasks including forms, checklists and third party reports
 |
| Resource access:  | Resources are available electronically however for Learners with limited or poor internet access can request hard cover copies to be mailed directly to them.  |

## Evidence Gathering Techniques:

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| --- | --- | --- | --- |
| **Unit code & name** | **Formative**  | **Summative 1** | **Summative 2** |
| BSBWHS302 - Apply knowledge of WHS legislation in the workplace | ✓ | ✓ | ✓ |
| BSBITU303 - Design and produce text documents | ✓ | ✓ | ✓ |
| BSBITU306 - Design and produce business documents | ✓ | ✓ | ✓ |
| BSBITU309 - Produce desktop published documents | ✓ | ✓ | ✓ |
| BSBADM311 - Maintain business records | ✓ | ✓ | ✓ |
| BSBFIA301 - Maintain financial records | ✓ | ✓ | ✓ |
| BSBINM301 - Organise workplace information | ✓ | ✓ | ✓ |
| BSBPRO301 - Recommend products and services | ✓ | ✓ | ✓ |
| BSBPUR301 - Purchase goods and services | ✓ | ✓ | ✓ |
| BSBWOR301 - Organise personal work priorities and development | ✓ | ✓ | ✓ |
| BSBDIV301 - Work effectively with diversity | ✓ | ✓ | ✓ |
| CUAPPR201 – Make simple creative work | ✓ | ✓ | ✓ |

## First Choice College Personnel:

|  |  |
| --- | --- |
| Trainer & Assessor selection by training package:  | All First Choice College Trainers and Assessors engaged in the delivery and assessment of this program have demonstrated their vocational competency through the First Choice College *Verification of Competencies Procedure* and *Personnel Competencies Matrix* directly covering the requirements of the training package. |
| Trainer & Assessor selection by unit requirements: | First Choice College has documented the human resources available to deliver this training product. This ensures suitable Trainers and Assessors are available. This is recorded at a unit of competency level to ensure any specific requirements are met for each unit, and allows efficient deployment of personnel to meet clients’ needs.[First Choice College – Delivery and Assessment Matrix 2018](file:///%5C%5Cfct-srv%5Cfct%20data%5CValidation%20Project%202018%5CValidation%20System%20Documents%202018%5CFCC%20-%20Delivery%20and%20Assessment%20Matrix%20-%202018%2008%2010.xlsx) |

Consultative Processes:

This training and assessment strategy has been developed through consultation with Industry Specific Reference Group and will continue to be, validated through feedback from Learners and the industry as the course is implemented, using the review strategy outlined in the First Choice College [Quality Policy.](file:///Z%3A%5C2%20-%20Policies%20%26%20Procedures)

Discussions and feedback from all parties is documented for implementation through First Choice College *Industry Engagement Report* and [Continuous Improvement Register](file:///Z%3A%5C3%20-%20Forms%5CPolicy%20and%20Procedure%20documents%5CPP21%20Continuous%20Improvement%20Policy%20and%20Procedure%20V3.pdf)*.*

For further information, please refer to First Choice College [Industry Engagement Policy.](file:///Z%3A%5C2%20-%20Policies%20%26%20Procedures)

Assessment Validation Process:

First Choice College has an internal assessment validation approach used for all program areas to ensure that the consistency and validity of assessments is maintained at a high standard. Validation meetings for this course are scheduled as per First Choice College overall yearly [Validation Planner.](file:///%5C%5Cfct-srv%5Cfct%20data%5CValidation%20Project%202018%5CValidation%20System%20Documents%202018%5CFCC%20-%20Qualifications%20and%20Units%20-%202018%2008%2010.xlsx)

All units of competency involving online assessment approaches include the following specific validation approaches:

* Validation of assessment tools is undertaken prior to use.
* Validation of assessment tools involving three or more parties prior to assessment tool use.

For further information, please refer to First Choice College’s [Validation Statement](file:///%5C%5Cfct-srv%5Cfct%20data%5CValidation%20Project%202018%5CValidation%20System%20Documents%202018%5CFCC%20-%20Validation%20Statement%20-%202018.docx).

The process for Validation is detailed in the [Validation Procedure](file:///Z%3A%5C3%20-%20Forms%5CPolicy%20and%20Procedure%20documents%5CPP13a%20-%20Validation%20Procedure%202018.pdf) document.

First Choice College - Chief Executive Officer’s Endorsement

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
| Mr Ian Wright  |  |  |

# **Schedule 1: Recommended Study Plan**

|  |  |
| --- | --- |
| Course Code & Name:  | BSB40215 – Certificate IV Business |
| Release Number: | Release 2 |
| Version Date:  | 14 Jan 2016 |

The schedule below may vary based on the Learner skills and knowledge. The contact schedule will always remain as per the Study Plan. First Choice College courses are online and therefore Learners can work at their own pace. However First Choice College encourages Learners to complete each unit within 30 days to maintain the 12 month plan. Some units are shorter than others which allows the Learner to complete the unit earlier then 30 days. This affords additional time for any units with a longer nominal hours. Please refer to each individual Learner’s *Training Plan* for exact assessment schedule.

| **Unit**  | **Unit to be Discussed** | **Learner Contact Hours** |
| --- | --- | --- |
|  | BSBWHS302 - Apply knowledge of WHS legislation in the workplace | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBITU303 - Design and produce text documents | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBITU306 - Design and produce business documents | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBITU309 - Produce desktop published documents | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBADM311 - Maintain business records | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBFIA301 - Maintain financial records | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBINM301 - Organise workplace information | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBPRO301 - Recommend products and services | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBPUR301 - Purchase goods and services | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBWOR301 - Organise personal work priorities and development | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | BSBDIV301 - Work effectively with diversity | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |
|  | CUAPPR201 – Make simple creative work | Minimum Trainer contact is twice per month in addition to a weekly live open room (web-based). |

# **Schedule 2: Recommended Assessment Schedule**

|  |  |
| --- | --- |
| Course Code & Name:  | BSB30115 - Certificate III in Business  |
| Release Number: | Release 2 |
| Version Date(Package):  | 14 January 2016 |

The schedule below may vary depending on specific Learner needs. Please refer to each individual Learner’s *Training Plan* for exact assessment schedule.

| **Unit**  | **Unit to be Assessed** | **Assessment Date**  |
| --- | --- | --- |
|  | BSBWHS302 - Apply knowledge of WHS legislation in the workplace | 30 Days from Unit Start Date |
|  | BSBITU303 - Design and produce text documents | 30 Days from Unit Start Date |
|  | BSBITU306 - Design and produce business documents | 30 Days from Unit Start Date |
|  | BSBITU309 - Produce desktop published documents | 30 Days from Unit Start Date |
|  | BSBADM311 - Maintain business records | 30 Days from Unit Start Date |
|  | BSBFIA301 - Maintain financial records | 30 Days from Unit Start Date |
|  | BSBINM301 - Organise workplace information | 30 Days from Unit Start Date |
|  | BSBPRO301 - Recommend products and services | 30 Days from Unit Start Date |
|  | BSBPUR301 - Purchase goods and services | 30 Days from Unit Start Date |
|  | BSBWOR301 - Organise personal work priorities and development | 30 Days from Unit Start Date |
|  | BSBDIV301 - Work effectively with diversity | 30 Days from Unit Start Date |
|  | CUAPPR201 – Make simple creative work | 30 Days from Unit Start Date |