

INCOMPATIBLE SUBJECTS	NIL	DEPENDENT SUBJECTS	NIL
PRE REQUISITE SUBJECTS	NIL	POTENTIAL QCE POINTS	8
FINANCIAL COMMITMENT	NIL	CONTRIBUTES TO ATAR Only 1 Cert. III subject will contribute to an ATAR, if studied with 4 General subjects.	YES

TRAINING PROVIDER | CABOOLTURE STATE HIGH SCHOOL NATIONAL PROVIDER NUMBER 7061

<http://training.gov.au> - Please refer to the training.gov.au website for specific information about the qualification. Students must achieve competency in each unit of competency to be issued with a full certificate at the completion of this course. If students do not achieve the full certificate, a statement of attainment will be issued detailing the competencies completed. Units of competency are correct at time of printing. In the event of changes to training packages, these will be made by ASQA. Students will be notified and Caboolture SHS will ensure students are transitioned to new units of competency as required by QCAA and ASQA.

COURSE CONTENT

COURSE UNITS		
BSBWHS302	Apply knowledge of WHS legislation in the workplace	Core
BSBADM302	Produce text from notes	Elective
BSBCMM301	Process customer complaints	Elective
BSBCUS301	Deliver and monitor a service to customers	Elective
BSBITU306	Design and produce business documents	Elective
BSBITU309	Produce desktop published documents	Elective
BSBITU212	Create and use spreadsheets	Elective
BSBITU312	Create electronic presentations	Elective
BSBITU313	Design and produce digital text documents	Elective
BSBITU314	Design and produce spreadsheets	Elective
BSBWOR301	Organise personal work priorities and development	Elective
BSBWRT301	Write simple documents	Elective

COURSE REQUIREMENTS

The program will be delivered through class-based tasks that will simulate a workplace environment. A range of teaching/learning strategies will be used to deliver the competencies. Students must have a USI (Unique Student Identifier) number.

CAREER PATHWAYS

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. The work roles include Accounts Clerk, Accounts Payable Clerk, General Clerk, Junior Personal Assistant, Office Assistant, Receptionist, and Word Processor.

ASSESSMENTS

Assessment will be competency-based where students must demonstrate competency in all the stated performance criteria. This may be through demonstrations and observations, practical or written tests, simulations, work-based projects or assignments. Student profiles are maintained to record the competency levels achieved by the students for each of the self-paced units studied.

INTERNET LINKS

| <https://www.youtube.com/watch?v=3xH4hlsECNE>

| <https://www.youtube.com/watch?v=nuzDv8PqrlI>

Disclaimer: "Caboolture SHS must have suitable teachers and equipment to run this course. If the school loses access to these resources, the school will attempt to provide students with alternative opportunities to complete the course and the related qualifications. The school retains the right to cancel the vocational component of the course if it is unable to meet requirements."