



INCOMPATIBLE SUBJECTS	NIL	DEPENDENT SUBJECTS	
PREREQUISITE SUBJECTS	NIL	POTENTIAL QCE POINTS	8
COURSE DURATION	TWO YEARS	CONTRIBUTES TO ATAR Only 1 Cert. III subject will contribute to an ATAR, if studied with 4 General subjects.	YES
FINANCIAL COMMITMENT	REFER TO FEE SCHEDULE	SUBJECT PATHWAY	VET
COURSE REQUIREMENTS	Students must have a USI (Unique Student Identifier) number.		

COURSE CONTENT

BSBCRT311	Apply critical thinking skills in a team environment	Core
BSBPEF201	Support personal wellbeing in the workplace	Core
BSBSUS211	Participate in sustainable work practices	Core
BSBTWK301	Use inclusive work practices	Core
BSBWHS311	Assist with maintaining workplace safety	Core
BSBTEC301	Design and produce business documents	Elective
BSBTEC303	Design and produce presentations	Elective
BSBWRT311	Write simple documents	Elective
BSBPEF301	Organise personal work practises	Elective
BSBOPS304	Deliver and monitor a service to customers	Elective
BSBOPS305	Process customer complaints	Elective
BSBXC301	Engage in workplace communication	Elective

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.

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.

FIND OUT MORE

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

<https://www.youtube.com/watch?v=nuzDv8Pqrll>

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.

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 change or cancel the vocational component of the course if it is unable to meet requirement