



Assessment project / activity / task (All codes and names must match Section 8)

Unit 1		Industry Capability – Industry Context			
Estimated duration	4 weeks	Unit/s for which evidence will be gathered	Evidence-gathering techniques used (More than one technique must be ticked for each unit or cluster of units)		Evidence-gathering tool code
Description (summary)	The assessment tasks assess the performance outcomes, skills and knowledge required to work effectively within a commercial or business environment. They include identifying the rights and responsibilities of employees and employers and conducting business in accordance with the organisational goals, values and standards.	BSBIND201 Work effectively in a business environment SIRXIND003 Organise personal work requirements SIRCOM001 Communicate in the workplace to support team and customer outcomes	BSBIND201 - Questions, case studies	<input checked="" type="checkbox"/>	TASK 1
			Observation - Valentine's Day Flowers/Other Business venture/activity (BSBIND201, SIRXIND003, SIRCOM001)	<input checked="" type="checkbox"/>	OBS 1
			SIRXIND003 - Questions, case studies	<input type="checkbox"/>	Task 2
			SIRCOM001 - Questions, case studies, self-evaluation, role play	<input type="checkbox"/>	Task 3
Unit 2		Information and Communications Technology – IT Use			
Estimated duration	3 weeks	Unit/s for which partial or complete evidence will be gathered	Evidence-gathering techniques used (More than one technique must be ticked for each unit or cluster of units.)		Evidence-gathering tool code



Assessment project / activity / task (All codes and names must match Section 8)					
Description (summary)	Produce digital text documents describes the skills and knowledge required to digitally produce word document in a workplace context. Operate a personal digital device describes the skills and knowledge required to start up and use a range of basic functions on a personal digital device.	<ul style="list-style-type: none"> • BSBITU211 Produce digital text documents • BSBITU111 Operate a digital device 	Assessment tasks - Production of documents	<input checked="" type="checkbox"/>	TASK 4
			Observation checklist (BSBITU111)	<input checked="" type="checkbox"/>	OBS 2
			Preparation of report, incident form, powerpoint (can be used if required)	<input checked="" type="checkbox"/>	Tasks 5a, 5c, 5d
Unit 3	Workplace health and safety – Regulation, Licensing and Risk Information and Communications Technology – IT Use				
Estimated duration	3 weeks	Unit/s for which evidence will be gathered	Evidence-gathering techniques used (More than one technique must be ticked for each unit or cluster of units)	Evidence-gathering tool code	
Description (summary)	Contribute to health and safety of self and others describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS)	BSBWHS201 Contribute to the health and safety of self and others BSBITU211 Produce digital text documents BSBITU111 Operate a digital device	Report - Research Questions (BSBWHS201 and BSBITU211)	<input checked="" type="checkbox"/>	Task 5, Part A
			Online questions and scenarios	<input checked="" type="checkbox"/>	Task 5, Part B
			WHS audit and digital presentation	<input checked="" type="checkbox"/>	Task 5, Part C OBS 2 (if required)



Assessment project / activity / task (All codes and names must match Section 8)

	<p>and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.</p> <p>Operate a personal digital device describes the skills and knowledge required to start up and use a range of basic functions on a personal digital device.</p>		<p>(BSBWHS201, BSBITU211 & BSBITU111)</p>		
			<p>Completion of Hazard report form (BSBITU211)</p>	<p><input checked="" type="checkbox"/></p>	<p>Task 5, Part D</p>