

## 3.4 Program details

3.4 Program details				
<b>Project 1</b>	<b>Project 1 - Budget &amp; Save FNSPROJ1</b>			
<b>Estimated duration</b>	5 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>
Students complete a set of tasks that incorporate creating budgets, tracking expenditure, identifying budget deficit or surplus, setting financial goals, analysing budgets and saving goals, calculating interest, and investing their savings. They also answer sets of questions based on their own personal circumstances and case studies.	FNSFLT211 Develop and use a personal budget FNSFLT212 Develop and use a savings plan	Observation checklist	<input type="checkbox"/>	
		Questions checklist	<input checked="" type="checkbox"/>	<i>FNSQUES1</i>
		Review of product/service against specifications	<input type="checkbox"/>	
		Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>FNSFOL1</i>
		Third party report	<input type="checkbox"/>	
		Safety induction checklist	<input type="checkbox"/>	
<b>Project 2</b>	<b>Project 2 - Super &amp; Tax FNSPROJ2</b>			
<b>Estimated duration</b>	5 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>
Students will calculate tax liability (including Medicare levy, HECS debt, etc). They will answer questions relating to government	FNSFLT214 Develop knowledge of superannuation	Observation checklist	<input type="checkbox"/>	
		Questions checklist	<input checked="" type="checkbox"/>	<i>FNSQUES2</i>

### 3.4 Program details

<p>taxation, the ATO, business structures, PAYG tax and payslips, TFN, BAS and GST. Students will also answer questions relating to superannuation rates and purpose, insurance, long and short term investments, risk levels, super funds, accessing super or lost accounts and reviewing super statements.</p>	FNSFLT216 Develop knowledge of taxation	Review of product/service against specifications	<input type="checkbox"/>	
		Review folio of work against specifications	<input checked="" type="checkbox"/>	FNSFOL2
		Third party report	<input type="checkbox"/>	
		Safety induction checklist	<input type="checkbox"/>	
<b>Project 3</b>	<b>Project 3 - Finance Industry FNSPROJ3</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 simulate 'commencing employment' for a bookkeeping service that contracts to a local wholesale company. They complete an induction on the workplace, finance industry, OH&amp;S, etc - then ask their employer clarifying questions via email. They also complete an 'induction questionnaire' to check their knowledge before the are issued workplace tasks. They asses their new workstation, then report and rectify hazards. They then use workplace policies/procedures to prepare workplace documents (including calculations) for the client, and then meet with them to resolve an issue.</p>	FNSINC311 Work together in the financial services industry	Observation checklist	<input checked="" type="checkbox"/>	FNSOBS3
		Questions checklist	<input checked="" type="checkbox"/>	FNSQUES3
		Review of product/service against specifications	<input type="checkbox"/>	
		Review folio of work against specifications	<input checked="" type="checkbox"/>	FNSFOL3
		Third party report	<input type="checkbox"/>	
		Safety induction checklist	<input type="checkbox"/>	

### 3.4 Program details

Project 4		Project 4 - WH&S FNSPROJ4			
Estimated duration	10 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used		Tool code
Students will demonstrate knowledge and skills in working safely and according to organisational policies and procedures by answering questions and responding to case studies. They will also complete WH&S forms and prepare WH&S documents. Students will demonstrate knowledge and skills in the ability to communicate effectively by responding to HR case studies and preparing for the staff newsletter.		BSBCMM211 Apply communication skills BSBWHS211 Contribute to the health and safety of self and others	Observation checklist	<input checked="" type="checkbox"/>	FNSOBS4
			Questions checklist	<input checked="" type="checkbox"/>	FNSQUES4
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	FNSFOL4
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
Project 5		Project 5 - Business Software FNSPROJ5			
Estimated duration	8 weeks	Outcome type	<input type="checkbox"/> Interim <input checked="" type="checkbox"/> Final	Assessment tools mapped on separate document	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Assessment activity		Unit/s for which partial or complete evidence will be gathered	Evidence-gathering tools used		Tool code
Students want to start providing book keeping services to a new client/company. This assessment provides students with the opportunity to use software and organise electronic information. Students select the right technology and writing conventions for each task.		BSBTEC201 Use business software applications	Observation checklist	<input checked="" type="checkbox"/>	FNSOBS6
			Questions checklist	<input checked="" type="checkbox"/>	FNSQUES6
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	FNSFOL6

### 3.4 Program details

				Third party report	<input type="checkbox"/>	
				Safety induction checklist	<input type="checkbox"/>	
<b>Project 6</b>	<b>**optional electives assessment**</b>					
	<b>Project 6 - Finance &amp; Purchasing FNSPROJ6</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>	
Students act as an 'Administration Assistant' to undertake a range of activities associated with the delegation and purchasing functions of a business environment.		BSBTEC302 Design and produce spreadsheets BSBPUR301 Purchase goods and services		Observation checklist	<input checked="" type="checkbox"/>	FNSOBS6
				Questions checklist	<input checked="" type="checkbox"/>	FNSQUES6
				Review of product/service against specifications	<input type="checkbox"/>	
				Review folio of work against specifications	<input checked="" type="checkbox"/>	FNSFOL6
				Third party report	<input type="checkbox"/>	
				Safety induction checklist	<input type="checkbox"/>	
<b>Project 7</b>	<b>**optional elective assessment**</b>					
	<b>Project 7 - Going Green FNSPROJ7</b>					
<b>Estimated duration</b>	6-8 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>	
				Observation checklist	<input checked="" type="checkbox"/>	FNSOBS7

### 3.4 Program details

Students assist to implement a range of environmentally friendly measures in a simulated workplace.	BSBSUS211 Participate in sustainable work practices	Questions checklist	<input checked="" type="checkbox"/>	<i>FNSQUES7</i>	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>FNSFOL7</i>	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		
<b>Project 8</b>	<b>**optional elective assessment** Project 8 - Workplace Texts FNSPROJ8</b>				
<b>Estimated duration</b>	8-10 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>		
Students develop the skills and knowledge required to write routine workplace texts and could be used for a variety of writing types and purposes, including letters and emails, instructions, incident or accident reports, online forms, formatted job reports - in printed or digital form.	FSKWTG009 Write routine workplace texts	Observation checklist	<input checked="" type="checkbox"/>	<i>FNSOBS8</i>	
		Questions checklist	<input checked="" type="checkbox"/>	<i>FNSQUES8</i>	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>FNSFOL8</i>	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		

### 3.4 Program details

3.4 Program details					
<b>Project 9</b>	<b>**optional elective assessment**</b> Project 9 - Oral Communication FNSPROJ9				
<b>Estimated duration</b>	8-10 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>
Students extend on 'Project 4 - WH&S' by delivering effective workplace presentations and information updates regarding WH&S and instructions on how to use new equipment.	FSKOCM005 Use oral communication skills for effective workplace presentations	Observation checklist	<input checked="" type="checkbox"/>	FNSOBS9	
		Questions checklist	<input checked="" type="checkbox"/>	FNSQUES9	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	FNSFOL9	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		
<b>Project 10</b>	<b>**optional elective assessment**</b> Project 10 - Respond to Problems FNSPROJ10				
<b>Estimated duration</b>	8-10 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>
Students identify routine workplace problems and strategies to respond to the problems (including workload management, renovations to the workplace, overtime disputes and managing workplace stressors).	FSKLRG009 Use strategies to respond to routine workplace problems	Observation checklist	<input checked="" type="checkbox"/>	FNSOBS10	
		Questions checklist	<input checked="" type="checkbox"/>	FNSQUES10	
		Review of product/service against specifications	<input type="checkbox"/>		

### 3.4 Program details

		Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>FNSFOL10</i>
		Third party report	<input type="checkbox"/>	
		Safety induction checklist	<input type="checkbox"/>	