

## 3.4 Program details

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<b>VBIPROJ1</b>	<b>Project 1 - Safety</b>			
<b>Estimated duration</b>	1 term (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'. They need to communicate effectively with a wide variety of people to meet the responsibilities of an employee regarding various Occupational Health & Safety (OH&S) issues that affect work environments.		BSBWHS311 Assist with maintaining workplace safety BSBTEC303 Create electronic presentations	Observation checklist	<input checked="" type="checkbox"/> <i>VBIOBS1</i>
			Questions checklist	<input checked="" type="checkbox"/> <i>VBIQUES1</i>
			Review of product/service against specifications	<input type="checkbox"/>
			Review folio of work against specifications	<input checked="" type="checkbox"/> <i>VBIFOLIO1</i>
			Third party report	<input type="checkbox"/>
			Safety induction checklist	<input type="checkbox"/>
<b>VBIPROJ2</b>	<b>Project 2 - Finance &amp; Purchasing</b>			
<b>Estimated duration</b>	1 term (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"/> <i>VBIOBS2</i>
			Questions checklist	<input checked="" type="checkbox"/> <i>VBIQUES2</i>
			Review of product/service against specifications	<input type="checkbox"/>

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			Review folio of work against specifications	<input checked="" type="checkbox"/>	VBIFOLIO2
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
<b>VBIPROJ3</b>	<b>Project 3 - Human Resources</b>				
<b>Estimated duration</b>	1 term (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 'Office Manager' to undertake duties involving task management, contingency planning and supporting staff wellbeing.		BSBPEF301 Organise personal work priorities BSBPEF201 Support personal wellbeing in the workplace		Observation checklist	<input checked="" type="checkbox"/> VBIOBS3
				Questions checklist	<input checked="" type="checkbox"/> VBIQUES3
				Review of product/service against specifications	<input type="checkbox"/>
				Review folio of work against specifications	<input checked="" type="checkbox"/> VBIFOLIO3
				Third party report	<input type="checkbox"/>
				Safety induction checklist	<input type="checkbox"/>
<b>VBIPROJ4</b>	<b>Project 4 - Team Planning</b>				
<b>Estimated duration</b>	1 term (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"/> VBIOBS4

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Students work in project teams to design a new product or service.	BSBCRT311 Apply critical thinking skills in a team environment BSBTWK301 Use inclusive work practices	Questions checklist	<input checked="" type="checkbox"/>	<i>VBIRQUES4</i>	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>VBIFOLIO4</i>	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		
<b>VBIPROJ5</b>	<b>Project 5 - Marketing &amp; Advertising</b>				
<b>Estimated duration</b>	1 term (10 weeks)	<b>Outcome type</b>	<input checked="" 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 the marketing activities for their new product/service (from project 4).	BSBMKG434 Promote products and services BSBTEC301 Design and produce business documents	Observation checklist	<input checked="" type="checkbox"/>	<i>VBIOBS5</i>	
		Questions checklist	<input checked="" type="checkbox"/>	<i>VBIRQUES5</i>	
		Review of product/service against specifications	<input type="checkbox"/>		
		Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>VBIFOLIO5</i>	
		Third party report	<input type="checkbox"/>		
		Safety induction checklist	<input type="checkbox"/>		

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VBIPROJ6 Project 6 - Customer Complaints					
Estimated duration	1 term (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 act as 'Assistant to Directors' and fulfil the role of dealing with complaints.		BSBOPS305 Process customer complaints BSBXCM301 Engage in workplace communication	Observation checklist	<input checked="" type="checkbox"/>	<i>VBIOBS6</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>VBIQUES6</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>VBIFOLIO6</i>
			Third party report	<input type="checkbox"/>	
			Safety induction checklist	<input type="checkbox"/>	
VBIPROJ7 Project 7 - Going Green					
Estimated duration	1 term (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 assist to implement a range of environmentally friendly measures in a simulated workplace.		BSBSUS211 Participate in sustainable work practices	Observation checklist	<input checked="" type="checkbox"/>	<i>VBIOBS7</i>
			Questions checklist	<input checked="" type="checkbox"/>	<i>VBIQUES7</i>
			Review of product/service against specifications	<input type="checkbox"/>	
			Review folio of work against specifications	<input checked="" type="checkbox"/>	<i>VBIFOLIO7</i>

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		Third party report	<input type="checkbox"/>	
		Safety induction checklist	<input type="checkbox"/>	