Assessment Overview

This document provides an overview of the assessment in this course aligned with the BSB units of competency. Wherever possible assessment has been clustered so that a task may cover multiple units of competency and the accompanying skills and knowledge.

CHCVOL001 – Be an effective volunteer

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| Assessment | When in the course | Cluster alignment |
| Volunteering Placement – Logbook | Placement may occur at any time in the course, but as a mandatory element it is suggested that this is arranged and completed as early as possible. | *CHCVOL001 Be an effective volunteer**BSBOPS101 Use business resources*  |
| PowerPoint – Overview of volunteer organisation | When completing Workplace Communication | *CHCVOL001 Be an effective volunteer**BSBCMM211 Communicate in the workplace (verbal communication)**BSBOPS101 Use business resources* |

Workplace Communication

This is a cluster module addressing the skills and Knowledge of the units of *competency BSBCMM211 Communicate in the workplace* and *FSKOCM007 Interact effectively with others at work*.

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| Assessment | When in the course | Cluster alignment |
| PowerPoint – Overview of volunteer organisation | When completing Workplace Communication | *CHCVOL001 Be an effective volunteer**BSBCMM211 Communicate in the workplace (text based communication)**BSBOPS101 Use business resources* |
| Short answer questions | An on-line quiz | *BSBCMM211 Communicate in the workplace* |
| Presentation/PowerPoint – Discrimination within local setting | When completing Diversity | *CHCVOL001 Be an effective volunteer**BSBCMM211 Communicate in the workplace (text based communication)* |

Health and Safety

This is a core unit of competency addressing the skills and Knowledge of the units of competency *HLTWHS001 – Participate in workplace health and safety*.

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| Assessment | When in the course | Cluster alignment |
| Reporting incidents |  | *HLTWHS001 Participate in workplace health and safety**BSBCMM211 Communicate in the workplace (written communication)* |
| Short answer questions | An on-line quiz | *HLTWHS001 – Participate in workplace health and safety* |
| Emergency evacuation | At trainer’s discretion – observed taking part in an emergency evacuation | *HLTWHS001 – Participate in workplace health and safety* |
| Reporting of hazard | When completing course | *HLTWHS001 – Participate in workplace health and safety**BSBCMM211 Communicate in the workplace (written communication)* |

CHCDIV001 Work with diverse people

This is a core unit of competency addressing the skills and knowledge of the units of competency *CHCDIV001 Work with diverse people*.

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| Assessment | When in the course | Cluster alignment |
| Presentation/PowerPoint – Discrimination within local setting | When completing Diversity | *CHCDIV001 Work with diverse people**BSBCMM211 Communicate in the workplace (verbal and written communication)* |
| Short answer questions | An on-line quiz | *CHCDIV001 Work with diverse people* |
| Short answer questions | Written test | *CHCDIV001 Work with diverse people**BSBCMM211 Communicate in the workplace (verbal and written communication)* |

Digital Devices

This is a stand-alone unit of competency addressing the skills and knowledge of the unit of competency *BSBITU111 Operate a personal digital device*.

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| Assessment | When in the course | Cluster alignment |
| Practical task | Immediately after completing Digital Devices short course | *BSBITU111 Operate a personal digital device* |
| Short answer questions | An on-line quiz | *BSBITU111 Operate a personal digital device* |
| Observation/Third Party  | During the course as engagement in the learning process | *BSBITU111 Operate a personal digital device* |

Use business resources

This is a stand-alone unit of competency addressing the skills and knowledge of the unit of competency *BSBOPS101 Use business resources*.

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| Assessment | When in the course | Cluster alignment |
| Volunteering Placement – Logbook | During volunteering practicum | *CHCVOL001 Be an effective volunteer* |
| Short answer questions | An on-line quiz | *BSBOPS101 Use business resources* |
| Scenarios  | At end of this short course | *BSBOPS101 Use business resources* |

Work readiness

This is a stand-alone unit of competency addressing the skills and knowledge of the unit of competency *BSBPEF101 Plan and prepare for work readiness*.

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| Assessment | When in the course | Cluster alignment |
| Portfolio of tasks  | When completing Work Readiness short course | *BSBPEF101 Plan and prepare for work readiness* |
| Alignment with other school programs | At an appropriate time within the SETP initiative | *BSBPEF101 Plan and prepare for work readiness* |