

**School Name: Gorokan High School**

**Student Competency Assessment Schedule**

**COURSE: HSC Business Services**

**2022**

Assessment Tasks for Certificate II in Business BSB20115		Cluster C	Cluster D	Cluster E	Cluster F	Trial HSC Exam	
		Communicating in the Workplace	Financial Innovation	Working well with others	Working effectively and sustainably		
		Week: 9 Term:4	Week: 9 Term:5	Week: 9 Term:6	Week: 7 Term7:	Week:3 & 4 Term: 7	
Code	Unit of Competency					HSC Examinable Units of Competency	
BSBCMM201	Communicate in the workplace	X					
BSBCUS201	Deliver a service to customers	X					
TLIP2029	Prepare and process financial documents		X				
BSBINN201	Contribute to workplace innovation		X				
BSBWOR203	Work effectively with others			X			
BSBWOR202	Organise and complete daily work activities			X			
BSBIND201	Work effectively in a business environment			X			
BSBSUS201	Participate in environmentally sustainable work practices				X		
BSBITU307	Develop keyboarding speed and accuracy				X		

Depending on the achievement of units of competency, the possible qualification outcome is Certificate II in Business BSB20115 or a Statement of Attainment towards Certificate II in Business BSB20115

**Schools will schedule exam items in preparation for the HSC. These do not form part of the RTO assessment requirements.**

The assessment components in this course are competency based. This means that students need to demonstrate that they have gained and can apply the specific knowledge and skills of each unit of competency. Competency assessment is graded as “not yet competent” or “competent”. In some cases other descriptive words may be used leading up to “competent”. A course mark is not allocated.