

School Name: Gorokan High School

Student Competency Assessment Schedule 2024

COURSE: HSC - Certificate III in Business BSB30120

Assessment Tasks for Certificate III in Business BSB30120	Cluster 4	Cluster 5	Cluster 6	Cluster 7	HSC Trial Exam (Optional)
	Wellbeing	Mastering document design	Sharing is caring	Thinking critically	
Assessment due	Week:4 Term:4	Week:6 Term:1	Week:10 Term:2	Week:4 Term:3	Week:5/6 Term:3

Code	Unit of Competency				
BSBPFE201	Support personal wellbeing in the workplace	X			
BSBPFE301	Organise personal work priorities		X		
BSBTEC301	Design and produce business documents		X		
BSBSUS211	Participate in sustainable work practices			X	
BSBTWK301	Use inclusive work practices			X	
BSBTEC303	Create electronic presentations			X	
BSBCRT311	Apply critical thinking skills in a team environment				X

HSC
Examinable
Units of
Competency

Depending on the achievement of units of competency, the possible qualification outcome is **Certificate III in Business BSB30120** or a **Statement of Attainment towards Certificate III in Business BSB30120**.

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

The assessment components in this course are competency based. Students need to demonstrate that they have gained and can apply the specific knowledge and skills for 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.