



IMPORTANT ASSESSMENT INFORMATION

******To be read prior to beginning your VET in schools program***

ORIENTATION CHAPTER

CHAPTER 1

BSBWOR202 – Organise and complete daily work activities

CHAPTER 2

BSBINM201 – Process and maintain workplace information

CHAPTER 3

BSBCMM201 – Communicate in the workplace

CHAPTER 4

BSBITU203 – Communicate electronically

CHAPTER 5

BSBWOR203 – Work effectively with others

CHAPTER 6

BSBCUS201 – Deliver a service to customers

CHAPTER 7

BSBIND201 – Work effectively in a business environment

CHAPTER 8

BSBINM202 – Handle Mail

CHAPTER 9

BSBITU201 – Produce simple word processed documents

CHAPTER 10

BSBWOR204 – Use business technology

CHAPTER 11

BSBWHS201 – Contribute to health and safety of self and others

CHAPTER 12

BSBSUS201 – Participate in environmentally sustainable work practices