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

ORIENTATION CHAPTER

CHAPTER 1
BSBWORK202 – 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