

Training and Assessment Strategy

BSB40215

Certificate IV in Business

(Tamworth Business Chamber, Mentoring Program)

Australian Training and Consulting

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Student:

Employer (If applicable): Tamworth Business Chamber - Mentoring Program

Training and Assessment Strategy

This Training and assessment strategy provides an overview of ATAC's approach to training and assessment at the qualification/course level in line with Training Package requirements. The Strategy is used in conjunction with assessment plans developed at the unit of competency or cluster of unit's level, which detail the context, timing and method of assessment; the units or elements of competence to be assessed and the criteria for the assessment decision. This Strategy is current until reviewed.

Qualification	BSB40215 Certificate IV in Business
Description:	This qualification is suited to those working as administrators and project officers. In this role, individuals use well-developed skills and a broad knowledge base to apply solutions to a defined range of unpredictable problems and analyse information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.
Participant Name	
Participant Work Area	Tamworth Business Chamber - Mentoring Program
Delivery of qualification	The qualification will be delivered in the through a series of 6 workshop sessions (2hours each), combined with monthly visits with an allocated mentor and the remainder of assessments may be conducted in the workplace.
Job Roles	Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include: <ul style="list-style-type: none"> • Administrator • Project Officer
Entry requirements	There are no entry requirements for this qualification.
Qualification requirements:	Total number of units to be completed for BSB40215 Certificate IV in Business is 10 units, which is made up of: <ul style="list-style-type: none"> • 1 core unit plus • 9 elective units <p><i>The elective units to be completed as part of the Mentoring Program, have already been selected and are delivered as a specified Training Program. The units have been selected in accordance with the Qualification Packaging Rules for BSB40215 and have been aligned to the program workshops.</i></p>
ATAC Trainers and Assessors	ATAC staff are professional trainers and assessor's practitioners. They are qualified to deliver and assess qualification and units of competency for this qualification. Trainers and assessors may change during training and assessment visits depending on many factors including staff availability and units being assessed. Information on qualified trainers and assessors is available on a staff matrix.
Training resources	The qualification will be delivered in the through a series of 6 workshop sessions (2hours each), combined with monthly visits with an allocated mentor and the remainder of assessments may be conducted in the workplace. ATAC will provide all learning materials, assessment tools, student handbook, student handbook and all other training resources as required for the qualification.

<p>Programme duration and Competency Based Completion</p>	<p>The actual delivery duration and timeframe of your qualification can vary depending on:</p> <ul style="list-style-type: none"> Your existing skills and knowledge The level of training and experience you have already received in the workplace Previous employment and extent of recognition of prior learning How much time you put into completing assessments <p>Expected time to complete your qualification is measured under the Volume of learning</p> <table border="1" data-bbox="411 421 1444 539"> <thead> <tr> <th>Certificate II</th> <th>Certificate III</th> <th>Certificate IV</th> <th>Diploma</th> </tr> </thead> <tbody> <tr> <td>0.5 – 1 year</td> <td>1 – 2 years</td> <td>0.5 – 2 years</td> <td>1 – 2 years</td> </tr> <tr> <td>600 – 1200 hours</td> <td>1200 – 1400 hours</td> <td>600 – 2400 hours</td> <td>1200 – 2400 hours</td> </tr> </tbody> </table> <p>Information sourced from: http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/about-the-standards-for-rtos/standard-one/clauses/clauses-1.1--1.4.html</p> <p>Your individual course duration will be referred to your training plan after selection of units.</p> <p>You will be offered Recognition of Prior Learning (RPL) as per ATAC's RPL process, information on this process is available in ATAC's student handbook. This process may reduce the volume of learning required by you.</p> <p>The sooner you complete your assessment the sooner you can be assessed. When you have completed your assessment you are required to contact your assessor and arrange for an assessment visit.</p>	Certificate II	Certificate III	Certificate IV	Diploma	0.5 – 1 year	1 – 2 years	0.5 – 2 years	1 – 2 years	600 – 1200 hours	1200 – 1400 hours	600 – 2400 hours	1200 – 2400 hours
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<p>Schedule of sessions</p>	<p>As per agreed training plan. Training plan is kept on file in ATAC records section. A copy is also supplied to the trainee.</p>												
<p>Location</p>	<p>Workshop sessions will be held at the supplied location - Mentoring sessions will be held at a location as decided by the mentee and mentor at the time - Training and assessment sessions may be held at student workplace or at ATAC premises.</p>												
<p>Validation approaches</p>	<ol style="list-style-type: none"> ATAC will meet at least twice-yearly with the employer to ensure competency standards meets with employer requirements ATAC will monitor the Student and employer contact process to ensure compliance and client satisfaction. ATAC will meet on a regular basis to validate assessments. 												
<p>Infrastructure and service requirements</p>	<ul style="list-style-type: none"> ATAC staff have access to the current version of the relevant training package. ATAC staff have access to facilities to enable them to produce assessment tools. At times assessment tools, may be modified to suit the industry and workplace, however will first need to be confirmed by the compliance manager and go through the validation process. ATAC staff have reviewed the equipment and the facility requirements for each unit of competency in the qualification and guarantee it has access to the facilities, equipment and resources needed to implement the program. ATAC staff have access to training and assessment resources for the programme. ATAC staff have assistance available to cater for special needs including any learning, literacy or numeracy (LLN) requirement. The employer will ensure training by experienced persons will be provided to Students. The employer will provide support to Students throughout the programme. 												

<p>Pathways</p>	<p>Pathways into the qualification Preferred pathways for candidates considering this qualification include:</p> <ul style="list-style-type: none"> • BSB30115 Certificate III in Business or other relevant qualification/s; <p>OR Vocational experience assisting in a range of environments providing administrative or operational support to individuals and/or teams but without a formal business qualification</p> <p>Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">* Customer Service Advisor</td> <td style="width: 50%;">*Clerk</td> </tr> <tr> <td>* E-business Practitioner</td> <td>* Legal Receptionist</td> </tr> <tr> <td>* Medical Receptionist</td> <td>* Office Administration Assistant</td> </tr> <tr> <td>* Student Services Officer</td> <td></td> </tr> </table> <p>This breadth of expertise would equate to the competencies required to undertake this qualification.</p> <p>Pathways from the qualification After achieving this qualification candidates may undertake a range of Diploma level qualifications within the BSB Business Services Training Package, or other Training Packages</p>	* Customer Service Advisor	*Clerk	* E-business Practitioner	* Legal Receptionist	* Medical Receptionist	* Office Administration Assistant	* Student Services Officer	
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<p>Industry Consultation</p>	<p>This qualification's Training and Assessment Strategy has been developed in conjunction with industry consultation.</p> <p>Industry consultation has taken place with the following organisation/industries:</p> <ol style="list-style-type: none"> 1. Tamworth Business Chamber 2. Narrabri Chamber of Commerce 3. NRMA 								

Selection of Units

BSB40215 Certificate IV in Business

Initial Chosen Units	National Code	Unit Title	Unit Group
	BSBWHS401	Implement and monitor WHS policies, procedures and programs to meet legislative requirements	Core Unit
	BSBFIA402	Report on financial activity	Elective Units
	BSBLED401	Develop teams and individuals	
	BSBMKG413	Promote products and services	
	BSBREL401	Establish networks	
	BSBRISK401	Identify risk and apply risk management processes	

Options of imported units from other Certificate IV Qualifications (max up to 4 units)			
Initial Chosen Units	National Code	Unit Title	Unit Group
	BSBLDR402	Lead effective workplace relationships	Elective Units
	BSBLDR403	Lead team effectiveness	
	BSBREL402	Build client relationships and business networks	
	BSBLDR503	Communicate with influence	

ADDITIONAL BONUS UNIT BEING DELIVERED!			
Initial Chosen Units	National Code	Unit Title	Unit Group
	<i>BSBLDR501</i>	<i>Develop and use emotional intelligence</i>	BONUS

Please also refer to attached document “clustered method of delivery”

I confirm that the Student Guide and Training and assessment strategy agreement was discussed and understood to be the method of delivery of the training and assessing for the qualification undertaken by the client.

ATAC, the employer and the trainee/student agree with the terms and requirements of the training and assessing strategy outlined in this document.

The selected units of competency can be delivered in the workplace and the workplace outcomes of the units of competency are matched to the student's job role.

ATAC Representative

Trainee/student

Name:

Name:

Signature:

Signature:

Date:

Date:

Methodology used to ensure assessment process meets needs of training package

This Training and Assessment Strategy has been validated against the Assessment Guidelines contained in the Training Package. The endorsed units of competency included in this Training and assessment strategy are benchmarks for assessment. Assessment in the context of the work environment is a requirement of all selected Units of Competency.

The Student Handbook, is located on the ATAC WEB site www.atac.edu.au and is considered to be read and understood when signing this document.

Please consider the environment before printing information from the ATAC WEB site.