

**ULTIMO 90072**  
**BUSINESS SERVICES ASSESSMENT SCHEDULE**  
**Preliminary Year 2015 - HSC 2016**  
 QUALIFICATION: BSB20112 Certificate II in Business  
 Training Package: BSB07v9 Business Services

**BOS Course Code:**  
**2U X 2 YR:26101**

TERM	UoC CODE	Unit of Competency	AQF CORE/ELECTIVE	BOSTES STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements - Exam estimate mark & weighting
<b>8 PRELIMINARY UOCs</b>							
Term 1	BSBWHS201A	Contribute to health and safety of self and others	C	C	15	<b>Cluster A: Prepared for Work</b> Case Study, Scenario, Oral Presentation, Observation of Practical work, written task	240 hours over 2 years  35 hrs Work placement
	BSBWOR204A	Use business technology	E	C	15		
Term 2	BSBCMM201A	Communicate in the workplace	E	C	15	<b>Cluster B: Communicating in the Workplace</b> Scenario, written task, observation of practical work, and product assessment, role play and portfolio of evidence	40% Preliminary Yearly Exam
	BSBCUS201B	Deliver a service to customers	E	C	15		
	BSBITU201A	Produce simple word processed documents	E	E	20		
Term 3	BSBINM202A	Handle mail	E	E	15	<b>Cluster C: Mail and Email</b> Observation of practical work, scenario, written task, self-assessment, portfolio of evidence	35 hrs Work placement
	BSBITU203A	Communicate Electronically	E	E	15		
	BSBITU102A	Develop keyboard skills (assessment)	E	E	15		
<b>7 HSC UOCs</b>							
Term 4 and Term 5	BSBWOR203B	Work effectively with others	E	C	15	<b>Cluster D: Working well with others</b> Written task, portfolio of evidence, scenario, case study, observation of practical work, oral presentation	60% Trial HSC Exam  The final estimate exam mark will only be used as the HSC exam mark in the advent of misadventure. This mark should be derived from two exams.
	BSBWOR202A	Organise and complete daily work activities	E	C	15		
	BSBIND201A	Work effectively in a business environment	E	C	20		
Term 6	BSBSUS201A	Participate in environmentally sustainable work practices	E	C	15	<b>Cluster E: Working efficiently and sustainably</b> Written task, scenario, case study, self-assessment, observation of practical work	
	BSBADM311A	Maintain business resources	E	E	15		
Term 7	BSBINM201A	Process and maintain workplace information	E	C	20	<b>Cluster F: Working effectively</b> Observation of practical work, case study, written task	
	BSBITU202A	Create and use spread sheets	E	E	20		
BOSTES requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours 245			Units of competency from the HSC focus areas will be included in the optional HSC examination.	