



Education

ULTIMO 90072

**BUSINESS SERVICES ASSESSMENT SCHEDULE**

Preliminary Year 2019 - HSC 2020- CHHS version 29/1/19

QUALIFICATION: BSB20115 Certificate II in Business

Training Package: BSB Business Services Version 2

**NESA Course Code:**

2 U X 2 YR

26101

**LMBR UI Code:**

11BSB20115126101B

TERM	UOC CODE	Unit of Competency	AQF Core/Elective	HSC STATUS	HSC INDICATIVE HOURS	Assessment Task Cluster & Methods of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
<b>7 PRELIMINARY UOCs</b>							
Term 1	BSBWHS201	Contribute to health and safety of self and others	C	M	15	<b>Cluster A: At the Office</b> Written task, scenario, observation of practical work, risk assessment	240 Indicative Hours over 2 yrs  35 hrs Work placement
	BSBWOR204	Use business technology	E	E	15		
Term 2	BSBCUS201	Deliver a service to customers	E	M	15	<b>Cluster B: Service with a Smile</b> Scenario, written task, presentation, role play	% Preliminary Exam
	BSBCM201	Communicate in the workplace	E	E	15		
Term 3	BSBINM202	Handle mail	E	E	10	<b>Cluster C: It's in the Post</b> Scenario, written task, case studies, self-assessment	% Preliminary Exam
	BSBITU203	Communicate electronically	E	E	10		
	BSBSUS201	Participate in environmentally sustainable work practices	E	M	15		
<b>7 HSC UOCs</b>							
Term 3-4	BSBITU307	Develop keyboarding speed and accuracy	E	E	25	<b>Cluster D: Fast and On Task</b> Written task, teacher observation, portfolio of evidence, product assessment	35 hrs Work placement <b>40% Mid course HSC Exam</b> <b>60% Trial HSC Exam</b>
	BSBITU201	Produce simple word processed documents	E	E	20		
Term 5-6	BSBITU202	Create and use spread sheets	E	E	20	<b>Cluster E: Minding Your Own Business</b> Written task, scenario, observation of practical work, portfolio of evidence	The final estimate exam mark will only be used as the HSC exam mark in the event of misadventure. This mark should be derived from two exams.
	BSBINM201	Process and maintain workplace information	E	M	20		
Term 7	TLIP2029	Prepare and process financial documents	E	M	20	<b>Cluster F: Back to the Future</b> Written task, case study, scenario	The final estimate exam mark will only be used as the HSC exam mark in the event of misadventure. This mark should be derived from two exams.
	BSBINN201	Contribute to workplace innovation	E	M	15		
	BSBIND201	Work effectively in a business environment	E	M	25		
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total hours 240		Units of competency from the HSC focus areas will be included in the optional HSC examination.		



Education

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CONSTRUCTION ASSESSMENT SCHEDULE

Preliminary Year 2019 - HSC 2020 CHHS version 29/1/19

QUALIFICATION: CPC20211 Certificate II in Construction Pathways  
Training Package: CPC08 Construction, Plumbing and Services v 9.4

**NESA course code**  
2 U X 2 YR  
26201  
**LMBR UI Code:**  
11CPC20211426201B

TERM	Unit Code	Units Of Competency	AQF CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Method of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
Term 1	<b>5 PRELIMINARY UOCs</b>						240 Indicative Hours over 2 years
	CPCCWHS1001	Prepare to work safely in the construction industry	C	M	10	<b>Cluster A – SafeWork NSW WHS Induction</b> Written Test	
Term 1/2	CPCCCM1013A CPCCOHS2001A	Plan and organise work Apply OHS requirements, policies and procedures in the construction industry	C C	M M	10 15	<b>Cluster B - Small project, Oil Stone Case or Concrete Float Practical</b> , Teacher observations and written test.	% Preliminary Exam
Term 2/3	CPCCCA2002B CPCCCA2011A	Use carpentry tools and equipment Handle carpentry materials	E E	M E	20 20	<b>Cluster C - Tool box, Saw Horse or BBQ table</b> Practical, Teacher observations and written test.	35 hrs. Work placement
	<b>9 HSC UOCs</b>						35 hrs. Work placement 40% Mid course HSC Exam 60% Trial HSC Exam  The final estimate exam mark will only be used as the HSC exam mark in the event of misadventure. It should be derived from a minimum of two exams.
Terms 4/5	CPCCCA2003A	Erect and dismantle formwork for footings and slabs on ground	E	E	25	<b>Cluster D - School Project – Concreting</b> Practical, Teacher observations and written test.	
	CPCCCM2006B	Apply basic levelling procedures	E	E	15		
	CPCCCM1015A	Carry out measurements and calculations	C	M	20		
	CPCCCO2013A	Carry out concreting to simple forms	E	E	20		
	CPCCCM2001A	Read and interpret plans and specifications	C	M	20		
Terms 6/7	CPCCJN2001A CPCCJN2002A	Assemble components Prepare for off-site manufacturing process	E E	E E	15 10	<b>Cluster E – Joinery</b> Practical, Teacher observations and written test.	
Terms 6/7	CPCCWF2001A CPCCWF2002A	Handle wall and floor tiling materials Use wall and floor tiling tools and equipment	E E	E E	25 10	<b>Cluster E – Wall and Floor Tiling</b> Practical, Teacher observations and written test	
Terms 6/7	CPCCBL2001A	Handle and prepare bricklaying and blocklaying materials	E	E	20	<b>Cluster E – Bricklaying (subject to teacher qual)</b> Practical, teacher observation and written test	
	CPCCBL2002A	Use bricklaying and blocklaying tools and equipment	E	E	10		
Work placement	CPCCCM1014A	Conduct workplace communication	C	E	10	<b>Cluster F - WPL Journal</b> Teacher observations and Written test, Third party evidence	
	CPCCCM1012A	Work effectively and sustainably in the construction industry	C	M	25		
NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.				Total hours	235-245	Units of competency from the HSC focus areas will be included in the optional HSC examination.	



Education

**ULTIMO 90072**  
**HOSPITALITY- KITCHEN OPERATIONS ASSESSMENT SCHEDULE**  
 Preliminary Year 2019 - HSC 2020 CHHS version 29/1/19  
 QUALIFICATION: SIT20416 Certificate II in Kitchen Operations  
 Training Package: SIT Tourism, Travel and Hospitality V1.1

**NESA course code**  
 2 U X 2 YR  
 26511  
**LMBR code**  
 11SIT20416126511B

TERM	Unit Code	Units Of Competency	ADF CORE/ ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements Exam estimate mark & weighting to total 100%
Term 1	<b>9 PRELIMINARY UOCs</b>					Evidence will be collected during Preliminary and HSC Course for the unit of competency <i>SITHCCC011 Use cookery skills effectively</i>	240 Indicative Hours over 2 years  35hrs Work placement  <b>% Prelim Yearly Exam</b>
	SITXFSA001	Use hygienic practices for food safety	C	M	10	<b>Cluster A: Getting Ready for Work</b> Written task/scenario, case study & observation of practical work	
	SITXWHS001	Participate in safe work practices	C	M	15		
SITHCCC003	Prepare and present sandwiches	E	E	10			
Term 2 & 3	SITXFSA002	Participate in safe food handling practices	E	S	15	<b>Cluster B: Introduction to the Commercial Kitchen</b> Scenario, Written task, Observation of practical work	
	SITHCCC002	Prepare and present simple dishes	E	E	20		
	BSBSUS201	Participate in environmentally sustainable work practices	E	E	15		
Term 3	SITHKOP001	Clean kitchen premises and equipment	C	S	10	<b>Cluster C: Prepare and Cook Food Safely</b> Written task, Observation of practical work including temperature checks & completion of HACCP documentation.	
	SITHCCC001	Use food preparation equipment	C	S	20		
	SITXINV002	Maintain the quality of perishable items	C	E	5		
Terms 4 - 6	<b>5 HSC UOCs</b>						35hrs Work placement <b>40% Mid course HSC Exam</b> <b>60% Trial HSC Exam</b> The final estimate exam mark will only be used as the HSC exam mark in the event of misadventure. This mark should be derived from two exams.
	SITHCCC005	Prepare dishes using basic methods of cookery	C	S	40	<b>Cluster D: Quality Meals</b> Written task & observation of practical work Portfolio of evidence including service periods. <b>NOTE: person with THREE years' Industry Experience must be involved in assessment.</b>	
	SITHCCC006	Prepare appetisers and salads	E	E	25		
	SITHCCC011	Use cookery skills effectively	C	E	20		
BSBWOR203	Work effectively with others	C	M	15			
Terms 6 & 7	SITHIND002	Source and use information on the hospitality industry	E	M	20	<b>Cluster E: Written task</b> Written task and reflection	
	NESA requires students to study a minimum of 240 hours to meet Preliminary and HSC requirements.			Total Hours 240		Units of competency from the HSC focus areas will be included in the optional HSC examination.	



Education

**ULTIMO 90072**  
**RETAIL SERVICES ASSESSMENT SCHEDULE**  
 Preliminary Year 2019 - HSC 2020 CHHS version 29/1/19  
 QUALIFICATION: SIR30216 Certificate III in Retail  
 Training Package: SIR Retail Services Release v 3

**NESA course code**  
 2 U X 2 YR  
 26911  
**LMBR UI Code:**  
 11SIR30216126911B

TERM	Unit Code	Units Of Competency	AQF CORE / ELECTIVE	HSC STATUS	HSC INDICATIVE Hrs.	Assessment Task Cluster & Methods of Assessment	HSC requirements - Exam estimate mark & weighting to total 100%
Term 1	<b>7 PRELIMINARY UOCs</b>						240 Indicative Hours over 2 years
	SIRXWHS002 SIRXIND002	Contribute to workplace health and safety Organise and maintain a store environment	C E	M E	15 10	<b>Cluster A: Safety and Spotless</b> Written task, online quiz, practical and teacher observation	
Term 1-2	SIRXIND001 SIRXCOM002	Work effectively in a service environment Work effectively in a team	C C	M M	20 15	<b>Cluster B: Working in the industry</b> Research, self/peer assessment, simulation, presentation	35 hrs Work placement
Term 2-3	SIRXCEG001 SIRXCEG002 SIRXCEG003	Engage the customer Assist with customer difficulties Build customer relationships and loyalty	C C C	M E E	20 20 20	<b>Cluster C: Customer Service</b> Teacher observation, written task, portfolio of evidence	% Preliminary Exam
Term 4-5	<b>7 HSC UOCs</b>						35 hrs Work placement 40% Mid course HSC Exam 60% Trial HSC Exam
	SIRXSLS001 SIRXSLS002 SIRXRSK001	Sell to the retail customer Follow point of sale procedures Identify and respond to security risks	C E C	M M M	15 15 15	<b>Cluster D: Sales &amp; Security</b> Questioning, scenario, role play	
Term 5-6	SIRRMER001 SIRXPDK001	Produce visual merchandise displays Advise on products and services	E E	S S	20 20	<b>Cluster E: Retail General Selling</b> Scenario, direct observation of practical work, written questioning	The final estimate exam mark will only be used as the HSC exam mark in the event of misadventure. This mark should be derived from two exams.
Term 7	SIRRINV002 SIRRINV001	Control stock Receive and handle retail stock	E E	E E	20 15	<b>Cluster F: Stock Control</b> Written questioning, scenario, direct observation of practical work	
NESA 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.	