

Business Services Curriculum Framework

Sample scope and sequence of units of competency to meet HSC course requirements and qualification packaging rules

The selection of units of competency should be undertaken under the guidance of the RTO to ensure that the RTO has scope to deliver them.

Units of competency contained in the Framework can be delivered by RTOs with the scope and appropriately accredited teachers and facilities. Teachers should seek advice from their school system/sector authority regarding which qualifications and units of competency they are qualified to deliver.

Guidelines regarding the selection of units of competency for qualification outcomes are provided in Section 15 of Part A of the Syllabus. Teachers should consult this document, along with Part B, when selecting units of competency.

The following example has been developed as a model which meets *HSC course indicative hour requirements* **and** *qualification packaging rules* for one qualification available in the Framework. The model is an **example** of **one approach** and the model is **not prescriptive**.

Example: Business Services

This scope and sequence is for the delivery of Business Services (240 indicative hours) over two years.

The possible qualification outcome is:

- Certificate II in Business Services (BSB20107)

YEAR 11

Week		1	2	3	4	5	6	7	8	9	10	
TERM 1	Business Services (240 hours)	Introduction to the course BSBIND201A Work effectively in a business environment (10)			BSBCMM201A Communicate in the workplace (10) BSBITU201A Produce simple word processed documents (10) BSBITU203A Communicate electronically (10)							
		Assessment for RPL (refer to Part A syllabus – Section 8.3)			→ A 35-hour work placement is to be undertaken by end of Term 3							

Week		1	2	3	4	5	6	7	8	9	10
TERM 2	Business Services (240 hours)	BSBOHS201A Participate in OHS processes (15)					BSBITU202A Create and use spreadsheets (20)				
		BSBWOR204A Use business technology (10)					FNSICGEN305A Maintain daily financial/business records (20)				
<i>work placements</i>											

Week		1	2	3	4	5	6	7	8	9	10
TERM 3	Business Services (240 hours)	BSBITU202A cont/d FNSICGEN305A cont/d				Revision	Yr 11 exams	BSBITU202A cont/d FNSICGEN305A cont/d		see term 4	
		<i>work placements</i>				<i>work placements ←</i>					

Week		1	2	3	4	5	6	7	8	9	10
TERM 4	Business Services (240 hours)	BSBSUS201A Participate in environmentally sustainable work practices (10) BSBWOR202A Organise and complete daily work activities (15) BSBWOR203A Work effectively with others (15)									
		→ A second 35-hour work placement is to be undertaken by end of Term 2, Year 12									

YEAR 12

Week		1	2	3	4	5	6	7	8	9	10
TERM 1	Business Services (240 hours)	BSBCUS201A Deliver a service to customers (15) BSBCMM201A Communicate in the workplace (5) BSBITU201A Produce simple word processed documents (10) BSBITU203A Communicate electronically (5)							Revision	Year 12 Exams	
		<i>work placements</i>									

Week		1	2	3	4	5	6	7	8	9	10	
TERM 2	Business Services (240 hours)	BSBINM201A Process and maintain workplace information (20)					BSBIND201A Work effectively in a business environment (10)					
		BSBWOR204A Use business technology (5)					BSBADM3111A Maintain business resources (15) BSBSUS201A Participate in environmentally sustainable work practices (5)					
<i>work placements ←</i>												

Week		1	2	3	4	5	6	7	8	9	10	
TERM 3	Business Services (240 hours)	BSBADM3111A cont/d BSBSUS201A cont/d			Revision	Trial HSC		Revision				