

Workplace Communication

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Workplace Communication (120 hours)	2 units x 1 year	40910	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Workplace Communication (240 hours)	2 units x 2 years	40915	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)

TAFE course name	TAFE course number
Skills for Work and Training	9072

AQF VET qualification
Certificate II in Skills for Work and Training (91347NSW)

Minimum work placement
120-hour course – 35 hours 240-hour course – 70 hours Students undertaking this course must also be enrolled in another HSC VET course(s). The work placement requirement for this course will be met through the work placement(s) undertaken in the industry area for the other VET course(s) the student is undertaking.

Exclusions
none

HSC unit credit and course requirements

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

Workplace Communication (120 indicative hours)

- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt NSWTCOM207B and modules/units of competency to a minimum of 100 HSC indicative hours.

Workplace Communication (240 indicative hours)

- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt NSWTCOM207B and modules/units of competency to a minimum of 220 HSC indicative hours.

For a course to count towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

Access including access by students in Stage 5

Students undertaking this course must also be enrolled in another HSC VET course(s).

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Course content

Unit code	Unit title	Unit-specific prerequisite	Core (C) or elective (E) for AQF VET qualification	HSC indicative hours of credit
COMPULSORY Attempt the following unit of competency				
NSWTCOM207B	Demonstrate interpersonal communication skills	nil	C	20
Total HSC indicative hours for compulsory units of competency				20

ELECTIVE				
For 120-hour course, attempt modules/units of competency to a minimum of <u>100</u> HSC indicative hours				
For 240-hour course, attempt modules/units of competency to a minimum of <u>220</u> HSC indicative hours				
ICPMM263A	Access and use the Internet	nil	E	10
NSWTCOM202A	Document and communicate personal and community stories	nil	E	25
NSWTCOM204A	Research Aboriginal people and the media	nil	E	20
NSWTCOM205B	Plan and participate in a team presentation	nil	E	15
NSWTCOM208B	Organise and complete a job application and interview	nil	E	15
NSWTCOM209B	Conduct a simple project	nil	E	20
NSWTCOM211B	Use strategies to transform personal conflict	nil	E	20
NSWTCOM212B	Use intercultural communication skills	nil	E	15
NSWTCOM213B	Use negotiation skills in routine contexts	nil	E	15
NSWTCOM214B	Communicate with customers in a range of contexts	nil	E	15
NSWTINT201B	Provide leadership in routine contexts	nil	E	20
NSWTINT203B	Identify workplace rights and responsibilities	nil	E	10
NSWTPLG202B	Participate effectively in an informal meeting	nil	E	10
NSWTPLG204B	Investigate work and training practices in industry and the community	nil	E	20
NSWTPSS201B	Maintain personal safety and security	nil	E	20
NSWTSPG203B	Deliver an informal presentation	nil	E	15

Unit code	Unit title	Unit-specific prerequisite	Core (C) or elective (E) for AQF VET qualification	HSC indicative hours of credit
NSWTTCH202B	Communicate using emerging technologies	nil	E	15
NSWTTCH203B	Use emerging technology to search and apply for a job	nil	E	15
NSWTTMW201B	Participate in a team	nil	E	15
NSWTWTG201B	Write routine work related texts	nil	E	20
NSWTWTG202B	Communicate information using visual techniques	nil	E	15
NSWTSFM202B	Participate in work experience	nil	E	0
NSWTSFM203B	Evaluate work experience	nil	E	0
Total HSC indicative hours				120 or 240

AQF VET qualification

Refer to TAFE NSW course documentation.