VCE VET Business Assessment Plan − 2021

Assessment Plan Template: Business

BSB30115 CERTIFICATE III IN BUSINESS (Release 5)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number:** |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Assigned to: | **WorkPerf.(1st)** | **WorkPerf.(2nd)** | **IndustryProject(1st)** | **IndustryProject(2nd)** | **Product(1st)** | **Product(2nd)** | **Portfolio(1st)** | **Portfolio(2nd)** |
| VASS data entry no: | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| BSBCUS301 | Deliver and monitor a service to customers  | 35 |  |  |  |  |  |  |  |  |
| BSBINM301 | Organise workplace information  | 30 |  |  |  |  |  |  |  |  |
| BSBITU306 | Design and produce business documents  | 80 |  |  |  |  |  |  |  |  |
| BSBPRO301 | Recommend products and services  | 20 |  |  |  |  |  |  |  |  |
| BSBWOR301 | Organise personal work priorities and development  | 30 |  |  |  |  |  |  |  |  |
| *Allocation of nominal hours:* |  |  |  |  |  |  |  |  |

Assessment Plan Samples: Business

SAMPLE 1: BSB30115 CERTIFICATE III IN BUSINESS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number:** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** |

|  |  |  |  |
| --- | --- | --- | --- |
| Assigned to: | **Product(1st)** | **Portfolio(1st)** | **Portfolio(2nd)** |
| VASS data entry no: | 05 | 07 | 08 |
| BSBCUS301 | Deliver and monitor a service to customers  | 35 |  | ✓ |  |
| BSBINM301 | Organise workplace information  | 30 |  |  | ✓ |
| BSBITU306 | Design and produce business documents  | 80 | ✓ |  |  |
| BSBPRO301 | Recommend products and services  | 20 |  |  | ✓ |
| BSBWOR301 | Organise personal work priorities and development  | 30 |  | ✓ |  |
|  | *Allocation of nominal hours:* | **80** | **65** | **50** |

SAMPLE 2: BSB30115 CERTIFICATE III IN BUSINESS

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number:** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** |

|  |  |  |  |
| --- | --- | --- | --- |
| Assigned to: | **Product(1st)** | **Portfolio(1st)** | **Portfolio(2nd)** |
| VASS data entry no: | 05 | 07 | 08 |
| BSBCUS301 | Deliver and monitor a service to customers  | 35 |  | ✓ |  |
| BSBINM301 | Organise workplace information | 30 |  | ✓ |  |
| BSBITU306 | Design and produce business documents | 80 | ✓ |  |  |
| BSBPRO301 | Recommend products and services | 20 |  |  | ✓ |
| BSBWOR301 | Organise personal work priorities and development  | 30 |  |  | ✓ |
|  | *Allocation of nominal hours:* | **80** | **65** | **50** |

Notes:

1. You need to select three tasks to cover all units of competency. Reading down the columns, the ticks indicate which task each unit of competency has been assigned to.
2. You may select two tasks of the same type, but not three. For example, a student could complete two Portfolios but could not do a third Portfolio.
3. The assessment of a unit of competency cannot be split between two tasks.
4. Decide on task allocation after considering the units of competency and the scoring criteria for each task. This will help you to choose the task type that gives students most scope for demonstrating their achievement of the units of competency.
5. The allocation of nominal hours across tasks should be as equally weighted as possible.
6. **No task for VCE VET Business may account for more than 110 total nominal hours in the student’s Units 3 and 4 sequence. A task accounting for more than 110 hours will not be acceptable.**
7. The VASS data entry number appears on the VASS screen where the Assessment Plan is entered. These numbers help identify the task against which the results are to be entered.
8. Refer to the current program structure for VCE VET Business for the release numbers associated with the examinable units of competency in VCE VET Business. This is available on the VCAA website.