

## Introduction

Vocational education and training (VET) courses form an integral part of the secondary education curriculum. It is widely recognised that these courses perform a significant role in preparing students for a successful transition from school to work. Schools have ensured through sustained commitment that school delivered VET is valued by industry, further education providers and the community.

This guide covers the resource and equipment requirements to deliver **BSB Work skills and Business** qualifications

The completed declaration and checklists are to be stored securely on the school site and in accordance with RTO procedures.

## Requirements of schools delivering competency-based training and assessment

### Mandatory Resources and Equipment

Schools delivering units of competency in this qualification must have access to specific resources/equipment as required by the training package. Students must have sufficient access to the specified resources/equipment to enable them to acquire and demonstrate competency.

Resources/equipment may be accessible either on-site (at school) or off-site. Where access to resources and/or equipment is off site a suitable access arrangement must be documented and recorded in Checklist 2.

All resources/equipment selected **MUST**:

- comply with RTO policy and procedures
- be appropriate to the unit of competency being assessed and the circumstances of the assessment

All resources/equipment lists are to be read in conjunction with

- [The BSB Training Package](#)
- [The BSB Implementation Guide](#)

The following pages outline the mandatory equipment and resources required for the delivery of the units of competency required to deliver BSB qualifications.

**SCHOOL NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## BSBWHS311 Assist with maintaining workplace safety

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> WHS Act 2011 (QLD) <input type="checkbox"/> Privacy Act <input type="checkbox"/> Anti-Discrimination ACT <input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBCRT311 Apply critical thinking skills in a team environment

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop

## RESOURCE AND EQUIPMENT REQUIREMENTS

Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals <input type="checkbox"/> This includes access to specific challenges and situations to which critical and creative thinking may be applied to workplace problems as part of a team.
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBPEF201 Support personal wellbeing in the workplace

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals <input type="checkbox"/> Challenges and situations to demonstrate the application of performance evidence.
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBSUS211 Participate in sustainable work practices

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
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### Mandatory Equipment and Resources

Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> WHS Act 2011 (QLD) <input type="checkbox"/> Privacy Act <input type="checkbox"/> Anti-Discrimination ACT <input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBTWK301 Use inclusive work practices

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry</li> </ul>
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### Mandatory Equipment and Resources

Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
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## RESOURCE AND EQUIPMENT REQUIREMENTS

Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> Anti-discrimination (e.g. Age Discrimination Act 2004, Disability Discrimination Act 1992, Racial Discrimination Act 1975, Sex Discrimination Act 1984) <input type="checkbox"/> Fair Work Act 2009 <input type="checkbox"/> bullying and harassment policies <input type="checkbox"/> diversity and inclusion policies <input type="checkbox"/> Organisational and industry codes of conduct. <input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBXCM301 Engage in workplace communication

Assessment Environment	Mandatory conditions for assessment include: <ul style="list-style-type: none"> <li>A safe working or simulated environment</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBWRT311 Write simple documents

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> WHS Act 2011 (QLD) <input type="checkbox"/> Privacy Act <input type="checkbox"/> Anti-Discrimination ACT <input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBTEC201 Use business software applications

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop

## RESOURCE AND EQUIPMENT REQUIREMENTS

Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business, equipment and resources, electronic files, information and data, and workplace documentation <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBTEC301 Design and produce business documents

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop <input type="checkbox"/> Computers with access MSOFFICE 365 (Word, Excel, PowerPoint)
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business style guide <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBTEC302 Design and produce spreadsheets

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
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### Mandatory Equipment and Resources

Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business, policies and procedures, relevant legislation and codes of practice, documentation, and resources, including style guide. <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBTEC303 Create electronic presentations

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
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### Mandatory Equipment and Resources

Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A



## RESOURCE AND EQUIPMENT REQUIREMENTS

Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans, relevant workplace documentation and resources including style guide. <input type="checkbox"/> Examples of electronic presentations <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBPEF301 Organise personal work priorities

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals <input type="checkbox"/> Challenges and situations to demonstrate application of performance evidence
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBCMM211 Apply communication skills

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
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### Mandatory Equipment and Resources

Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business policies and procedures relating to communication <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

## BSBPEF101 Plan and prepare for work readiness

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
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### Mandatory Equipment and Resources

Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A

## RESOURCE AND EQUIPMENT REQUIREMENTS

Documents supplied by Blueprint Career Development	<input type="checkbox"/> TrueBlue HQ Simulated Business workplace documentation and resources for career development <input type="checkbox"/> Examples of resumes and career planning resources. <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBTEC101 Operate digital devices

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be demonstrated in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Desktop or Laptop <input type="checkbox"/> Computers with access MSOFFICE 365 (Word, Excel, PowerPoint) <input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBTWK201 Work effectively with others

Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Assessment Environment	<ul style="list-style-type: none"> <li>Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.</li> </ul>

## RESOURCE AND EQUIPMENT REQUIREMENTS

Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
<b>School representatives Initials</b>	

### BSBOPS101 Use business resources

Assessment Environment	<p>Skills must be demonstrated in a workplace or simulated environment that reflects real business conditions.</p> <input type="checkbox"/> Required access includes: <ul style="list-style-type: none"> <li>Operational and maintenance manuals</li> <li>Organisational procedures related to resource use</li> <li>Records relating to resources (e.g., usage logs, fault reports)</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> TrueBlue HQ Simulated Business workplace documentation and resources for career development <input type="checkbox"/> Examples of resumes and career planning resources. <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBPEF202 Plan and apply time management

Assessment Environment	<p>Skills must be demonstrated in a workplace or simulated environment that reflects real business conditions.</p> <input type="checkbox"/> Required access includes: <ul style="list-style-type: none"> <li>Operational and maintenance manuals</li> <li>Organisational procedures related to resource use</li> </ul>
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## RESOURCE AND EQUIPMENT REQUIREMENTS

	<ul style="list-style-type: none"> <li>Records relating to resources (e.g., usage logs, fault reports)</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> TrueBlue HQ Simulated Business workplace documentation and resources for career development <input type="checkbox"/> Examples of resumes and career planning resources. <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### BSBWHS211 Contribute to the health and safety of self and others

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software <input type="checkbox"/> Projector <input type="checkbox"/> Printer and scanner <input type="checkbox"/> Whiteboard and markers <input type="checkbox"/> Flipchart or similar <input type="checkbox"/> Laptop
Consumable Resources	N/A
Documents supplied by Blueprint Career Development	<input type="checkbox"/> WHS Act 2011 (QLD) <input type="checkbox"/> Privacy Act <input type="checkbox"/> Anti-Discrimination ACT <input type="checkbox"/> TrueBlue HQ Simulated Business safety process, policies and procedures, standard operating procedures, and plans <input type="checkbox"/> Standard operation procedures and work instruction <input type="checkbox"/> Training Manuals
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

<b>School representatives Initials</b>	
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## BSBOPS201 Work effectively in business environments

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities undertaken by individuals carrying out WHS duties in the workplace</li> </ul>
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### Mandatory Equipment and Resources

Assessment Environment	<p>Skills must be demonstrated in a workplace or simulated environment that reflects real business conditions.</p> <p><input type="checkbox"/> Required access includes:</p> <ul style="list-style-type: none"> <li>Operational and maintenance manuals</li> <li>Organisational procedures related to resource use</li> <li>Records relating to resources (e.g., usage logs, fault reports)</li> </ul>
Equipment	<p><input type="checkbox"/> TrueBlue HQ Simulated Business workplace documentation and resources for career development</p> <p><input type="checkbox"/> Examples of resumes and career planning resources.</p> <p><input type="checkbox"/> Standard operation procedures and work instruction</p> <p><input type="checkbox"/> Training Manuals</p>
Consumable Resources	N/A
<b>School representatives Initials</b>	

## CHCVOL001 Be an effective volunteer

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be demonstrated in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.</li> </ul>
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### Mandatory Equipment and Resources

Equipment	<p><input type="checkbox"/> Desktop or Laptop</p> <p><input type="checkbox"/> Computers with access MSOFFICE 365 (Word, Excel, PowerPoint)</p> <p><input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software</p>
Consumable Resources	N/A
Documents	<p><input type="checkbox"/> Supplied by Blueprint Career Development</p>

## RESOURCE AND EQUIPMENT REQUIREMENTS

Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	

### SIRXPDX001 Advise on products and services

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be demonstrated in an operational tourism or travel environment. This can be an industry workplace or a simulated industry environment or activity.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Computers, printers, communication technology and information programs used to source industry knowledge
Consumable Resources	<input type="checkbox"/> Product or service range (SIRXPDK001 & SITXCCS009)
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Experienced industry personnel, colleagues or suppliers with whom the individual can interact to obtain current industry information; these can be: <ul style="list-style-type: none"> <li>industry personnel, colleagues or suppliers within a workplace; or</li> <li>individuals who participate in role plays or simulated activities set up for the purpose of assessment.</li> </ul> <input type="checkbox"/> Visitors from different cultural backgrounds with whom the individual can interact; these can be: <ul style="list-style-type: none"> <li>visitors to an industry workplace during the assessment process</li> </ul>
<b>School representatives Initials</b>	

### FSKRDG001 Recognise extremely short and simple workplace signs and symbols

Assessment Environment	<ul style="list-style-type: none"> <li>Skills must be demonstrated in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.</li> </ul>
<b>Mandatory Equipment and Resources</b>	
Equipment	<input type="checkbox"/> Desktop or Laptop <input type="checkbox"/> Computers with access MSOFFICE 365 (Word, Excel, PowerPoint) <input type="checkbox"/> Internet accessible computer with Microsoft Office or similar

## RESOURCE AND EQUIPMENT REQUIREMENTS

	software
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.
<b>School representatives Initials</b>	



## Quality Assurance Declaration and Checklists Business

The following checklists form part of the RTO's quality assurance process as required under Standard 1.8 of the *Outcome Standards for Registered Training Organisations (RTOs) 2025*.

This document is to be completed and filed securely at the school and in accordance with RTO requirements.

### Declaration by the School Representative:

- The course is marketed to students in accordance with RTO course information, the course delivery follows the RTO Training, and Assessment Strategy approved for this school.
- Mandatory Student Work Placement requirements can be completed in accordance with requirements as outlined in this guide.
- Students have access to the assessment environments, equipment and resources required for each unit of competency as indicated on Checklist 1. Where equipment and resources are accessed off-site. Access arrangements are identified on Checklist 2.
- As part of the course enrolment process, students have completed the RTO's course induction process and have been informed of the course assessment requirements. The school provides suitable adjustments to training and assessment to meet the needs of students.

### School Site Sign Off

<b>School Name:</b>			
<b>School Representative:</b>			
<b>Signature:</b>		<b>Date:</b>	
<b>Blueprint Trainer:</b>			
<b>Signature:</b>		<b>Date:</b>	

# RESOURCE AND EQUIPMENT REQUIREMENTS

## Checklist 1 - Resources/Equipment

On the following checklist, indicate the units of competency to be delivered to students as per the RTO Training and Assessment Strategy, the sign off in the declaration indicates your satisfaction that all the specified resources and equipment can be accessed on site unless otherwise indicated on the separate form for this purpose. **(Checklist 2)**

Units of Competency			Access on site (All/Some/None)
<input type="checkbox"/>	<b>BSBWHS311</b>	<b>Assist with maintaining workplace safety</b>	
<input type="checkbox"/>	<b>BSBCRT311</b>	<b>Apply critical thinking skills in a team environment</b>	
<input type="checkbox"/>	<b>BSBPPEF201</b>	<b>Support personal wellbeing in the workplace</b>	
<input type="checkbox"/>	<b>BSBSUS211</b>	<b>Participate in sustainable work practices</b>	
<input type="checkbox"/>	<b>BSBTWK301</b>	<b>Use inclusive work practices</b>	
<input type="checkbox"/>	<b>BSBXCM301</b>	<b>Engage in workplace communication</b>	
<input type="checkbox"/>	<b>BSBWRT311</b>	<b>Write simple documents</b>	
<input type="checkbox"/>	<b>BSBTEC201</b>	<b>Use business software applications</b>	
<input type="checkbox"/>	<b>BSBTEC301</b>	<b>Design and produce business documents</b>	
<input type="checkbox"/>	<b>BSBTEC302</b>	<b>Design and produce spreadsheets</b>	
<input type="checkbox"/>	<b>BSBTEC303</b>	<b>Create electronic presentations</b>	
<input type="checkbox"/>	<b>BSBPPEF301</b>	<b>Organise personal work priorities</b>	
<input type="checkbox"/>	<b>BSBCMM211</b>	<b>Apply communication skills</b>	
<input type="checkbox"/>	<b>BSBPPEF101</b>	<b>Plan and prepare for work readiness</b>	
<input type="checkbox"/>	<b>BSBTEC101</b>	<b>Operate digital devices</b>	
<input type="checkbox"/>	<b>BSBTWK201</b>	<b>Work effectively with others</b>	
<input type="checkbox"/>	<b>BSBOPS101</b>	<b>Use business resources</b>	
<input type="checkbox"/>	<b>BSBPPEF202</b>	<b>Plan and apply time management</b>	
<input type="checkbox"/>	<b>BSBWHS211</b>	<b>Contribute to the health and safety of self and others</b>	
<input type="checkbox"/>	<b>BSBOPS201</b>	<b>Work effectively in business environments</b>	

## RESOURCE AND EQUIPMENT REQUIREMENTS

<input type="checkbox"/>	<b>CHCVOL001</b>	<b>Be an effective volunteer</b>	
<input type="checkbox"/>	<b>SIRXPDX001</b>	<b>Advise on products and services</b>	
<input type="checkbox"/>	<b>FSKRDG001</b>	<b>Recognise extremely short and simple workplace signs and symbols</b>	

### Checklist 2 - Accessing Resources and Equipment Off-Site (Complete only if required)

Identify the codes and units of competencies where tools, equipment and resources are being accessed off-site. Clearly identify the access arrangement supporting the use the tools, equipment and resources that are being accessed.

Unit code	Unit title	Tools, Equipment and Resources	Site