

RESOURCE AND EQUIPMENT REQUIREMENTS

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 **CHC** Volunteering 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 CHC Training Package](#)
- [The CHC Implementation Guide](#)

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

SCHOOL NAME: _____

DATE: _____

HLTWHS001 Participate in Workplace Health and Safety

Assessment Environment

Skills must be demonstrated in the workplace or in an environment that provides realistic in-depth industry validated scenarios and simulations to assess candidates' skills and knowledge.

- current workplace policies and procedures for WHS
- PPE relevant to the workplace and job role of the worker

Mandatory Equipment and Resources

Equipment

- ☐ Personal Protective Equipment (PPE):
 - Gloves, safety glasses, helmets, high-visibility vests, steel-toe boots, hearing protection, etc.
 - Appropriate PPE to match the simulated industry contexts.
- ☐ Emergency Response Equipment:
 - First aid kits.
 - Fire extinguishers and fire blankets.
 - Spill containment materials (if applicable to the industry).
- ☐ Workplace Safety Signage
 - Warning signs, hazard identification signs, and emergency exit signs.
 - Clear labels for safety equipment and evacuation routes.
- ☐ Real-life/ Simulated Workplace Policies and Procedures for WHS
 - Documents outlining hazard identification processes.
 - Incident reporting templates.
 - Risk assessment checklists and procedures.
- ☐ Simulated Hazards and Risk Scenarios
 - Props or equipment to represent potential workplace hazards (e.g., spills, obstructions, faulty equipment).
 - Simulations of unsafe work practices for risk identification exercises.
- ☐ Communication Tools
 - Two-way radios, telephones, or other devices for emergency communication.
 - Documentation tools for recording hazards and incidents (e.g., logbooks or forms).
- ☐ Cleaning Supplies and Waste Management (If applicable for the assessment)
 - Disinfectants, mops, and cleaning tools for safe work practices.
 - Appropriate waste disposal containers for hazardous and non-hazardous waste.
- ☐ Training and Assessment Materials:
 - Learning guides, assessment instructions, and case studies for practice.
 - WHS legislative and regulatory information relevant to the workplace.
- ☐ All other equipment supplied by Blueprint Career Development

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Consumable Resources	First-Aid Kit materials, cleaning materials
Documents	<input checked="" type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Trainer/Assessor: <ul style="list-style-type: none"> Facilitates learning and provides guidance during practical assessments. Observes and evaluates the learner's ability to follow WHS procedures, use PPE, and identify risks and hazards. Provides feedback on performance and ensures competency standards are met. <input type="checkbox"/> Teachers, Supervisors or Managers (Simulated or Real) <ul style="list-style-type: none"> Acts as the authority figure assigning tasks or overseeing the learner's actions in a simulated workplace setting. Evaluates how well the learner follows WHS instructions and adheres to workplace policies. Provides additional context about workplace safety requirements. <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 organization
School representatives Initials	

CHCVOL001 Be an effective volunteer

Assessment Environment	Skills must be demonstrated in an operational food preparation area. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office (Word, PowerPoint, etc.) for reflection activities and documenting learning outcomes. <input type="checkbox"/> Printer and scanner for preparing and submitting written reflections or evidence. <input type="checkbox"/> Role-play space or meeting room that allows for interaction and observation of verbal and non-verbal communication. <input type="checkbox"/> Access to communication tools (e.g., phone, email, messaging platforms) to simulate real-world workplace communication methods.
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Teachers, Supervisors or Managers (Simulated or Real)

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	<ul style="list-style-type: none"> • Acts as the authority figure assigning tasks or overseeing the learner's actions in a simulated workplace setting. • Evaluates how well the learner follows WHS instructions and adheres to workplace policies. • Provides additional context about workplace safety requirements. <p><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 organization</p>
School representatives Initials	

CHCDIV001 Work with diverse people

Assessment Environment	Skills must be demonstrated in an operational food preparation area. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<p><input type="checkbox"/> Internet accessible computer with Microsoft Office (Word, PowerPoint, etc.) for reflection activities and documenting learning outcomes.</p> <p><input type="checkbox"/> Printer and scanner for preparing and submitting written reflections or evidence.</p> <p><input type="checkbox"/> Audio-visual equipment (e.g., projector, interactive whiteboard, or screen) to present diversity scenarios, case studies, or cultural awareness training materials.</p> <p><input type="checkbox"/> Role-play space or meeting room that allows for interaction and observation of verbal and non-verbal communication.</p> <p><input type="checkbox"/> Recording device or video conferencing tools (optional) to capture role plays or simulate workplace diversity interactions.</p> <p><input type="checkbox"/> Access to communication tools (e.g., phone, email, messaging platforms) to simulate real-world workplace communication methods.</p>
Consumable Resources	<p><input type="checkbox"/> Stationery supplies – pens, paper, sticky notes (used during reflection or group diversity activities).</p> <p><input type="checkbox"/> Printed role-play scenarios/case studies – handouts provided for learners to respond to in assessment tasks.</p> <p><input type="checkbox"/> Cultural awareness activity sheets or checklists – used to guide reflection and then collected/assessed.</p> <p><input type="checkbox"/> Feedback forms or peer evaluation sheets – completed during role plays to assess communication strategies.</p> <p><input type="checkbox"/> Printed organisational policies/procedures (if distributed individually for learners to annotate or highlight).</p>

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Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Colleagues, clients, or community members (real or simulated) who represent people from different cultural, social, or demographic backgrounds. <input type="checkbox"/> Role-play participants who can simulate diverse workplace scenarios (e.g., customers, co-workers, clients). <input type="checkbox"/> Supervisors/assessors to observe, provide feedback, and validate that interactions meet the unit requirements. <input type="checkbox"/> Peers/learners to act as interaction partners in simulated activities (e.g., conflict resolution, clarifying misunderstandings).
School representatives Initials	

BSBCMM201 Communicate in the workplace

Assessment Environment	<ul style="list-style-type: none"> 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.
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.
School representatives Initials	

BSBPEF201 Support personal wellbeing in the workplace

Assessment Environment	<ul style="list-style-type: none"> 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.
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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 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.
School representatives Initials	

BSBSUS211 Participate in sustainable work practices

Assessment Environment	<ul style="list-style-type: none"> 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.
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

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	<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.
School representatives Initials	

BSBPEF301 Organise personal work priorities

Assessment Environment	<ul style="list-style-type: none"> 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.
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 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.
School representatives Initials	

BSBPEF101 Plan and prepare for work readiness

Assessment Environment	<ul style="list-style-type: none"> 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.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Internet accessible computer with Microsoft Office or similar software

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	<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 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.
School representatives Initials	

BSBTEC101 Operate digital devices

Assessment Environment	Skills must be demonstrated in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.
Mandatory Equipment and Resources	
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.
School representatives Initials	

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BSBTWK201 Work effectively with others

Assessment Environment	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.
Mandatory Equipment and Resources	
Assessment Environment	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.
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
School representatives Initials	

SITXCCS010 Provide visitor information

Assessment Environment	Skills must be demonstrated in an operational tourism or travel environment. This can be an industry workplace or a simulated industry environment or activity.
Mandatory Equipment and Resources	
Equipment	Computers, printers, communication technology and information programs used to source industry knowledge
Consumable Resources	N/A
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"> • industry personnel, colleagues or suppliers within a workplace; or • individuals who participate in role plays or simulated activities set up for the purpose of assessment. <input type="checkbox"/> Visitors from different cultural backgrounds with whom the individual can interact; these can be:

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	<ul style="list-style-type: none"> visitors to an industry workplace during the assessment process
School representatives Initials	

SITXFSA005 Use hygienic practices for food safety

Assessment Environment	Skills must be demonstrated in an operational food preparation area. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<ul style="list-style-type: none"> <input type="checkbox"/> Fixtures: <ul style="list-style-type: none"> commercial grade work benches refrigeration unit sink receptacles for storage and display purposes appropriate facilities for handwashing designated hand washing sink appropriate changing facilities personal protective equipment relevant to the job role <input type="checkbox"/> Small equipment: <ul style="list-style-type: none"> assorted pots and pans containers for hot and cold storage crockery cutlery cutting boards food handler gloves glassware knives packaging materials receptacles for presentation and display purposes First aid kit <input type="checkbox"/> Small utensils: <ul style="list-style-type: none"> tongs serving utensils
Consumable Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning materials including <ul style="list-style-type: none"> antiseptic liquid soap single use towels warm running water <input type="checkbox"/> Food ingredients and ready to eat food items
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Supervisor for the reporting of breaches of hygiene and personal health issues

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School representatives Initials	
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SITXCOM006 Source and present information

Assessment Environment	Skills must be demonstrated in an operational tourism or travel environment. This can be an industry workplace or a simulated industry environment or activity.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Computers, printers, communication technology and information programs used to source industry knowledge
Consumable Resources	<input type="checkbox"/> N/A
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"> • industry personnel, colleagues or suppliers within a workplace; or • individuals who participate in role plays or simulated activities set up for the purpose of assessment. <input type="checkbox"/> Visitors from different cultural backgrounds with whom the individual can interact; these can be: <ul style="list-style-type: none"> • visitors to an industry workplace during the assessment process
School representative Initials	

SITXCOM008 Provide a briefing or scripted commentary

Assessment Environment	Skills must be demonstrated in an operational tourism, travel, hospitality or events environment where a presentation would take place. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Computers, printers, communication technology and information programs <input type="checkbox"/> Presentation equipment that supports the briefing or scripted commentary: <ul style="list-style-type: none"> • digital presentations • loudspeaker

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	<ul style="list-style-type: none"> • microphone • monitors
Consumable Resources	N/A
Documents	<input type="checkbox"/> Supplied by Blueprint Career Development
Other People	<input type="checkbox"/> A group of people to whom the presentation is delivered; these can be: <ul style="list-style-type: none"> • customers in an industry workplace who are assisted by the individual during the assessment process; or • 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.
School representatives Initials	

SITHFAB025 Prepare and Serve espresso coffee

Assessment Environment	Skills must be demonstrated in an operational food and beverage outlet. This can be an industry workplace or a simulated industry environment.
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Fixtures and large equipment including: <ul style="list-style-type: none"> • bins or knock boxes for used coffee grounds storage bins • workstation with industry current commercial grade espresso machine and coffee grinders <input type="checkbox"/> Small equipment: <ul style="list-style-type: none"> • blind or blank filter basket • cleaning brushes • cleaning cloths • flat edge implements for levelling off dosed filter basket • measuring equipment • milk foaming jugs • napkins • powder shakers • service trays • spoons and stirrers • straws • storage bins <input type="checkbox"/> Service-ware for different types of coffee beverages including: <ul style="list-style-type: none"> • espresso and standard cups • glasses – latte and piccolo glasses • mugs • saucers • take-away coffee cups and lids • take-away cardboard trays

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	<ul style="list-style-type: none"> tamp mats and tampers
Consumable Resources	<input type="checkbox"/> Stock including: <ul style="list-style-type: none"> commercial range of coffee beans, ground coffee and other ingredients and accompaniments.
Documents	<input type="checkbox"/> Equipment manufacturer instructions <input type="checkbox"/> Organisational specifications including: <ul style="list-style-type: none"> cleaning and maintenance procedures for espresso coffee machines and grinders commercial beverage menus SDS for cleaning chemicals or plain English workplace documents or diagrams that interpret the content of SDS <input type="checkbox"/> All other documents supplied by Blueprint Career Development
Other People	<input type="checkbox"/> Other team members and supervisors <input type="checkbox"/> Customers with realistic ratios of service staff to customers
School representatives Initials	

SITHFAB021 Provide responsible service of alcohol
 SITHGAM022 Provide responsible gambling services
 HLTAID011 Provide First Aid

Assessment Environment	Skills must be demonstrated in an operational hospitality environment. Assessment may be undertaken in the workplace or a simulated environment
Mandatory Equipment and Resources	
Equipment	<input type="checkbox"/> Data projector and screen <input type="checkbox"/> All other equipment supplied by Blueprint Career Development
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.
School representatives Initials	

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

School Name:			
School Representative:			
Signature:		Date:	
Blueprint Trainer:			
Signature:		Date:	

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"/>	HLTWHS001	Participate in Workplace Health and Safety	
<input type="checkbox"/>	CHCVOL001	Be an effective volunteer	
<input type="checkbox"/>	CHCDIV001	Work with diverse people	
<input type="checkbox"/>	BSBCMM201	Communicate in the workplace	
<input type="checkbox"/>	BSBPEF201	Support personal wellbeing in the workplace	
<input type="checkbox"/>	BSBSUS211	Participate in sustainable work practices	
<input type="checkbox"/>	BSBPEF301	Organise personal work priorities	
<input type="checkbox"/>	BSBPEF101	Plan and prepare for work readiness	
<input type="checkbox"/>	BSBTEC101	Operate digital devices	
<input type="checkbox"/>	BSBTWK201	Work effectively with others	
<input type="checkbox"/>	SITXCCS010	Provide visitor information	
<input type="checkbox"/>	SITXFSA005	Use hygienic practices for food safety	
<input type="checkbox"/>	SITXCOM006	Source and present information	
<input type="checkbox"/>	SITXCOM008	Provide a briefing or scripted commentary	
<input type="checkbox"/>	SITHFAB025	Prepare and Serve espresso coffee	
<input type="checkbox"/>	SITHFAB021	Provide responsible service of alcohol	
<input type="checkbox"/>	SITHGAM022	Provide responsible gambling services	
<input type="checkbox"/>	HLTAID011	Provide First Aid	

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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