BSBWRT401A Write complex documents



BUSINESS SERVICES RESOURCES

LEARNER GUIDE





Aspire Learner Guide Bsbwrt401a

Natalie Ford, Scope

Aspire Learner Guide Bsbwrt401a:

Write Simple Documents Natalie Ford, Scope, 2009 This Learner Guide addresses the competency BSBWRT301A Write simple documents This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features Numerous practical activities linked to competencies Important tips and hints to help students on the job Practical examples to show how theory applies to the workplace End of chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End of section tables linking the activities in the Guide to the performance criteria addressed in the section End of section tables that link the Employability skills covered Provides engaging material for learning designed to increase the participant's interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice including employability skills Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete Developing generic skills Aspire Learning Resources, 2003 This booklet and CD ROM are written for learners working on developing their generic skills and prepare a portfolio for job interviews Generic skills are those transferable skills essential to all forms of employment and successful living in the 21st century This resource provides examples of ways to help learners acquire these life skills Generic skills include communication teamwork problem solving self management planning and organising technology life long learning initiative and enterprise This resource includes tips on writing a resume These resources accompany the trainers guide Fostering generic skills 9 2 3 GENERIC FOSTERING Click on the series link to for information on the trainers resources Table of contents About the profile What skills are we talking about How can this book and CD ROM help me The things you do and the skills involved Self assessment 1 Checklist Self assessment 2 A questionnaire What kind of person are you What do you value How do you learn best Personal profile Project reflection chart Skills I have learnt during these lessons Questions questions questions employers ask Setting goals Planning your goals Developing a strategy to achieve your goal Writing your resume Resume examples What to select from your portfolio Usingf a portfolio to write a resume

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