

Broadlex Institute

connecting minds

Student Workbook Activities

Unit of Competency	Unit Competency Description
Unit Code	WBS00000000
Learning Outcomes	Outcome
Assessment	Assessment or to be assessed
Assessment Type	This is a formative assessment, which supports and enhances understanding the theory.
Assessment Method	Classroom presented activities
Assessment Period	
Assessment Date	
Assessment Result	

Other Assessment Summary

This unit includes the performance outcome, skills, knowledge and experience that are required for the unit of competency.

This unit applies to students who are in a range of learning environments and are using different learning resources, materials and presentation materials that are used to support the learning process.

Students who are assessed in this unit will be assessed on their knowledge of the unit and their ability to apply the unit of competency, which is a formative assessment and process assessment.

Bsbwrt401a Training Guide

Karin Nielsen-Saines



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BSBWRT401A Learner Guide Write Complex Documents Mary Wilson, Scope, 2010 This Learner Guide addresses the competency BSBWRT401A Write complex documents It provides solid underpinning knowledge plenty of practical examples and workplace scenarios and the flexibility to be used in a variety of learning environments such as on the job off the job distant learning or for a combination of these 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 Providing a clear and consistent resource for each participant This Learner Guide will help teachers and trainers of the competency standard by 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

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