



**Australian Government**

# **Assessment Requirements for BSBIND201 Work effectively in a business environment**

**Release: 1**

# Assessment Requirements for BSBIND201 Work effectively in a business environment

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- work within organisational requirements including:
  - complying with duty of care, and goals and objectives of organisation
  - complying with legal responsibilities and seeking advice when necessary
  - understanding workers' rights and responsibilities
  - understanding employers' rights and responsibilities
  - achieving a work/life balance
- work effectively in a team including:
  - completing all tasks
  - seeking assistance when difficulties arise
  - applying communication principles
  - applying appropriate legislation.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify the legislation that applies to working effectively in a business environment
- outline the organisational documents that are relevant to working effectively
- outline terms and conditions of employment.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the industry capability – industry context field of work and include access to:

- relevant legislation and codes of practice
- organisational policies and procedures
- relevant workplace documentation and resources
- case studies and, where possible, real situations
- interaction with others.

Assessors must satisfy NVR/AQTF assessor requirements.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>