



**Australian Government**

# **Assessment Requirements for BSBOPS201 Work effectively in business environments**

**Release: 1**

# Assessment Requirements for BSBOPS201 Work effectively in business environments

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 7.0.

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- complete at least four tasks in a business environment, including:
  - working to organisational standards
  - managing workload
  - working as part of a team.

In the course of the above, the candidate must:

- comply with legal responsibilities, and organisational requirements
- escalate issues and seek assistance.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- organisational policies and procedures that apply to employer and employee rights in a business environment
- organisational documents relating to effective business operations, including:
  - work health and safety policy
  - code of conduct policy
  - style guide
  - duty of care
- roles, responsibilities and conditions of employment contract for own work role.

## Assessment Conditions

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.

This includes access to:

- codes of practice relevant to performance evidence
- organisational policies and procedures
- workplace documentation and resources.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

## Links

Companion Volume Implementation Guide is found on VETNet -

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