



Australian Government

Assessment Requirements for BSBEDU305 Assist with international education events and programs

Release: 1

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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:

- apply cross-cultural communication strategies in relation to international education events and programs
- assist with planning and facilitating international education events and programs.

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 types, purposes and formats of international education events and programs
- list relevant internal and external clients, presenters and support people involved in managing and participating in events and programs
- describe coordinator and team roles for planning and facilitating events and programs
- outline travel and accommodation requirements for international education events and programs
- explain information presentation techniques
- outline the methods used to provide and distribute information
- identify relevant legislative and regulatory compliance issues in relation to facilitating international education events and programs
- outline relevant organisational policy and procedures
- describe resource requirements for international education events and programs
- explain the importance of team behaviour and participation during events and programs.

Assessment Conditions

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

- opportunities to participate in a range of practical exercises and projects
- relevant documents.

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>