



Australian Government

Assessment Requirements for BSBIND301 Work effectively in an educational environment

Release: 1

Assessment Requirements for BSBIND301 Work effectively in an educational 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:

- apply information about Australian education industry sectors and the services, qualifications, and student pathways of the Australian education system and its sectors
- perform work-related tasks to organisational standards, in compliance with relevant legislation and regulations, respecting and promoting diversity
- practice effective communication principles
- identify and participate in professional development opportunities
- recognise potential barriers to access and equity.

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 scope of Australian educational industry and its sectors
- describe a specific educational organisation structure including:
 - lines of supervision and management
 - communication lines
 - protocols of working relationships with supervisors, managers and other colleagues
- explain standards of performance required of an organisation's employees, responsibilities, duties and tasks involved at level of specific work role
- outline range of educational programs offered in different sectors in a specific organisation
- identify and describe legislative and regulatory requirements relevant to educational administration work role.

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:

- legislation, regulations and codes of conduct relevant to job role, occupation or profession
- information on relevant professional associations
- organisation's policies and procedures relevant to job role, occupation or profession
- case studies and, where possible, real situations.

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>