



Australian Government

Assessment Requirements for BSBOPS303 Organise schedules

Release: 1

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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:

- manage appointments and diaries for at least three personnel within an organisation
- schedule at least five appointments according to requirements, availability of attendees, timelines and diary commitments.

In the course of the above, the candidate must:

- record appointments according to organisational policy and procedures
- assess the functionality of scheduling systems
- develop and implement solutions to improve future scheduling engagements.

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 requirements for managing appointments for personnel in the organisation
- range of appointment scheduling systems and their features that could be used when organising schedules.

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:

- range of diaries, planners and calendars to record and schedule appointments, including digital 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>