**Assessment Plan – Delivery and Assessment Model**

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| --- | --- | --- | --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | | | | **Is this unit assessed holistically with other units? If yes, please specify below** | Yes No |
| BSBCMM211 | Apply communication skills | | | |  | |
| **Assessor/s** |  | | | |
| **Assessment Methods** | | | | | | |
| Observation in the workplace  Observation in a simulated environment  Fault finding/Problem-solving  Role Play/Case Study  Game | | Open Book Exam/Test  Verbal Questioning/ Interview  Formal Exam/Test  Presentation  Debate/Discussion | | Essay  Project  Documents  Products  Portfolio | Third-party report  Self-Assessment  Training Records  RPL  Other ………………….. | |
| **Assessment Instruments**  **(please list)** | | | **Venue and Schedule**  **(Location, due date, time allowed)** | | **Resources and equipment required to conduct the assessment** | |
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| **Target Learner(s)**  (Describe the learner cohort generally and identify special needs) | | |  | | | |
| **Assessment Conditions**  (insert from Unit of Competency)  <https://training.gov.au/Training/Details/BSBCMM211> | | |  | | | |
| **Applicable industry or workplace standards, and Training Package advice** | | |  | | | |
| **Stakeholders that any of the assessment arrangements need to be confirmed with** | | |  | | | |
| **Special arrangements and allowable adjustments that may be made** | | |  | | | |
| **Recording and Reporting Procedures** | | |  | | | |

The Business Services Implementation Manual for Version 7.0 of the Training Package provides additional advice to provide trainers and assessors with insight from industry practitioners, peak bodies and other RTOs that will assist with creating meaningful and effective support material for learners. <https://vetnet.gov.au/Pages/download.aspx?url=https://vetnet.gov.au/Public%20Documents/Business%20Services%20Interpretation%20Manual%20V1.0.pdf>