**Student Profile and Support Plan**

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| Student Name | Chris Brown |
| Qualification | BSB20120 Certificate II in Workplace Skills |

**ACSF LEVELS**

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| --- | --- | --- | --- | --- |
| **Learning** | **Reading** | **Writing** | **Oral Communication** | **Numeracy** |
| 2 | 3 | 3 | 3 | 2 |

Chris Brown, aged 26, has been a stay at home parent for the last 8 years. Since her child has commenced school, she has been volunteering for the P&C Association organising fundraising events. This has required her to follow up local businesses who have agreed to donate their goods and services, helping plan events and actively participating in meetings to ensure that the events are organised well and that communications, eg, meeting minutes, are forwarded to everyone involved.

Chris has recently commenced a full time position in the school administration office as an Assistant Administration Officer. She was advised during her recent performance appraisal that there will be opportunities for her to specialise in other departments (HR, Accounts, Registrar) of the school in the future which would require further study of Certificate IV qualifications. To ensure that she has the required skills Chris wants to complete the Certificate II in Workplace Skills to formalise her current experience and ensure that she has the confidence to pursue further study in an area of interest.

Reflecting on her time at school, Chris describes herself as an average student that lacked direction and is excited but has some anxiety about this opportunity and taking on further studies. She sees this as a way of boosting both her skills and confidence.

**INTEGRATED SUPPORT PLAN**

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| Are there any opportunities for this student to gain Recognition of Prior Learning?  If yes, proceed to an RPL application | **Yes  No** |
| Can the assessment be contextualised to the students industry or workplace? | **Yes  No** |

**ACSF LEVELS**

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| --- | --- | --- | --- | --- | --- |
|  | **Learning** | **Reading** | **Writing** | **Oral Communication** | **Numeracy** |
| **Student** |  |  |  |  |  |
| **Unit of Competency** |  |  |  |  |  |
| **Variance Gap** |  |  |  |  |  |

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| **Summary of additional support needs for student** |
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| **Resources to be used** |
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| **How will the resources be integrated into the training for the unit?** |
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| **Customisation or contextualisation required (if any)?** |
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| **Support strategies to be integrated into the training** |
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| **Support strategies to be integrated into the assessment** |
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