VCE VET Business

Assessment Plan Template 2025

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number:** |  |  |  |  |  |  |  |  |  |

BSB30120 Certificate III in Business (Release 2)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Assigned to: | | | | **Work Perf. (1st)** | **Work Perf. (2nd)** | **Industry Project (1st)** | **Industry Project (2nd)** | **Product (1st)** | **Product (2nd)** | **Portfolio (1st)** | **Portfolio (2nd)** |
| VASS data entry no: | | | | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| **COMPULSORY** | BSBINS302 | Organise workplace information | 30 |  |  |  |  |  |  |  |  |
| BSBOPS304 | Deliver and monitor a service to customers | 35 |  |  |  |  |  |  |  |  |
| BSBPEF301 | Organise personal work priorities | 30 |  |  |  |  |  |  |  |  |
| BSBTEC301 | Design and produce business documents | 80 |  |  |  |  |  |  |  |  |
| BSBXCM301 | Engage in workplace communication | 40 |  |  |  |  |  |  |  |  |
| *Allocation of nominal hours:* | | | |  |  |  |  |  |  |  |  |

Assessment Plan Samples: Business

SAMPLE 1:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number:** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assigned to: | | | **Product**  **(1st)** | **Portfolio**  **(1st)** | **Portfolio**  **(2nd)** |
| VASS data entry no: | | | 05 | 07 | 08 |
| BSBINS302 | Organise workplace information | 30 |  |  | ✓ |
| BSBOPS304 | Deliver and monitor a service to customers | 35 |  | ✓ |  |
| BSBPEF301 | Organise personal work priorities | 30 |  | ✓ |  |
| BSBTEC301 | Design and produce business documents | 80 | ✓ |  |  |
| BSBXCM301 | Engage in workplace communication | 40 |  |  | ✓ |
|  | *Allocation of nominal hours:* | | **80** | **65** | **70** |

SAMPLE 2:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number:** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assigned to: | | | **Product**  **(1st)** | **Portfolio**  **(1st)** | **Portfolio**  **(2nd)** |
| VASS data entry no: | | | 05 | 07 | 08 |
| BSBINS302 | Organise workplace information | 30 |  | ✓ |  |
| BSBOPS304 | Deliver and monitor a service to customers | 35 |  |  | ✓ |
| BSBPEF301 | Organise personal work priorities | 30 |  | ✓ |  |
| BSBTEC301 | Design and produce business documents | 80 | ✓ |  |  |
| BSBXCM301 | Engage in workplace communication | 40 |  |  | ✓ |
|  | *Allocation of nominal hours:* | | **80** | **60** | **75** |

SAMPLE 3:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number:** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assigned to: | | | **Portfolio**  **(1st)** | **Portfolio**  **(2nd)** | **Industry Project**  **(1st)** |
| VASS data entry no: | | | 07 | 08 | 03 |
| BSBINS302 | Organise workplace information | 30 |  |  | ✓ |
| BSBOPS304 | Deliver and monitor a service to customers | 35 |  | ✓ |  |
| BSBPEF301 | Organise personal work priorities | 30 |  | ✓ |  |
| BSBTEC301 | Design and produce business documents | 80 | ✓ |  |  |
| BSBXCM301 | Engage in workplace communication | 40 |  |  | ✓ |
|  | *Allocation of nominal hours:* | | **80** | **65** | **70** |

Notes:

1. Three assessment tasks must be selected. Reading down the columns, the ticks indicate which task each unit of competency has been assigned to.
2. You may select a maximum of two tasks of the same type. For example, a student could complete two Portfolios and one Industry Project but could not do three Portfolios.
3. Each unit of competency can only be included in one task.
4. Choose the task types that provide students the most scope for demonstrating their achievement after considering the units of competency and the scoring criteria for each task.
5. The allocation of nominal hours across tasks should be as equally weighted as possible.
6. **No task for VCE VET Business** **may account for more than 110 total nominal hours in the student’s Units 3 and 4 sequence. A task accounting for more than 110 hours will not be acceptable.**
7. The VASS data entry number appears on the VASS screen where the Assessment Plan is entered. These numbers help identify the task against which the results are to be entered.
8. Refer to the current program structure for VCE VET Business for the release numbers associated with the examinable units of competency in VCE VET Business. This is available on the VCAA website.