



CATAPULT

BSBADM307

Organise schedules

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBADM307.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBADM307/>

Trainer/assessor guide

BSBADM307

Organise schedules

Welcome to this unit of study

This unit describes the skills and knowledge required to manage appointments and diaries for personnel within an organisation, using manual and electronic diaries, schedules and other appointment systems.

It applies to individuals employed in a range of work environments who provide administrative support to teams and individuals.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Establish schedule requirements	5
Diaries and staff planning tools	5
Types of appointments	7
Diary and schedule items	8
Appointment priorities.....	9
Check your understanding	11
Topic 2: Manage schedules	13
Recurring appointments and deadlines	13
Attendees and alternative arrangements.....	15
Appointments and schedules	18
Check your understanding	21
Assessment workbook.....	23
Unit information	25
What is competency-based assessment?.....	26
How will my competency be assessed?.....	27
Assessment agreement.....	28
Foundation skills checklist.....	29
Skills recognition.....	30
Topic 1: Establish schedule requirements	31
Topic 2: Manage schedules	32
Knowledge questions	33
Topic 1: Establish schedule requirements	34
Topic 2: Manage schedules	39
Topic 3: Specific knowledge evidence	42
Performance tasks.....	43
Third party evidence collection agreement	44
Topic 1: Establish schedule requirements	45
Topic 2: Manage schedules	46
Completion record.....	48
Unit mapping.....	49
Trainer/ assessor user instructions.....	51

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Establish schedule requirements
- » Manage schedules

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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