

BSBIND301

Work effectively in an educational environment

Table of Contents (Extract)

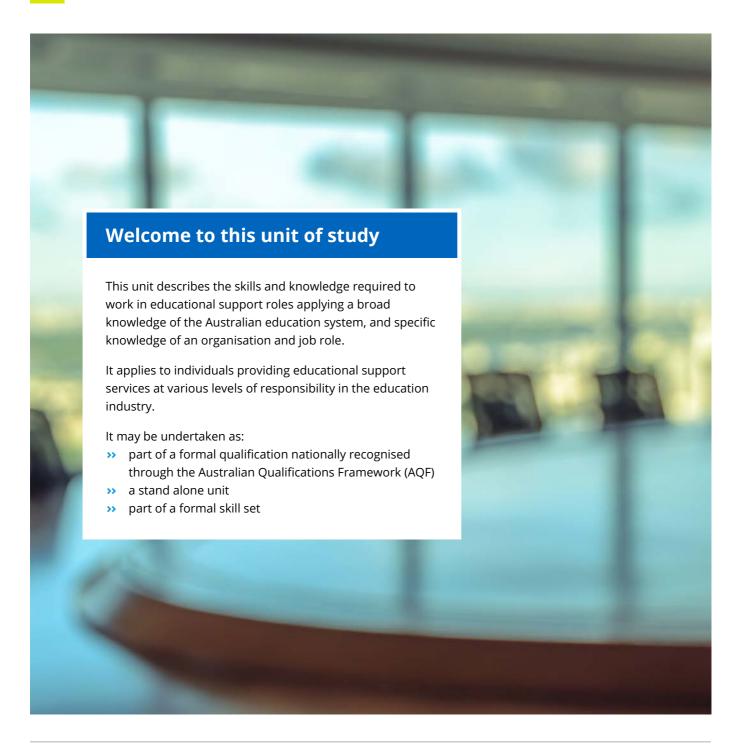
NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBIND301.

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/BSBIND301/

Trainer/assessor guide BSBIND301 Work effectively in an educational environment



Contents

About this trainer/assessor guide	4
earning resource	5
Topic 1: Develop and maintain knowledge of Australian education system and sectors	5
The Australian education system	5
Student pathways	10
Programs and qualifications	13
Educational programs and services	17
Structure and functions of an organisation	20
Educational terminology and acronyms	25
Check your understanding	31
Topic 2: Perform education job role tasks effectively	33
Educational support roles and responsibilities	33
Organisational values	37
Procedures, protocols and other guidelines	40
Legislative and regulatory compliance	42
Learning and development activities	50
Check your understanding	55
Topic 3: Work effectively with diversity in an educational context	57
Culture affecting behaviour	57
Respecting diversity	62
Effectively communication	65
Check your understanding	69
Topic 4: Practise inclusivity in an educational context	71
Factors promoting access and equity	71
Factors impacting access and equity	77
Access and equity and educational support	81
Check your understanding	83
References	85
Assessment workbook	87
Unit information	
What is competency-based assessment?	
How will my competency be assessed?	
Assessment agreement	
Foundation skills checklist	
Skills recognition	94
Topic 1: Develop and maintain knowledge of Australian education system and sectors	
Topic 2: Perform education job role tasks effectively	
Topic 3: Work effectively with diversity in an educational context	
Topic 4: Practise inclusivity in an educational context	

Knowledge questions	99
Topic 1: Develop and maintain knowledge of Australian education system and sectors	100
Topic 2: Perform education job role tasks effectively	107
Topic 3: Work effectively with diversity in an educational context	112
Topic 4: Practise inclusivity in an educational context	115
Performance tasks	119
Third party evidence collection agreement	120
Topic 1: Develop and maintain knowledge of Australian education system and sectors	121
Topic 2: Perform education job role tasks effectively	125
Topic 3: Work effectively with diversity in an educational context	129
Topic 4: Practise inclusivity in an educational context	130
Completion record	131
Unit mapping and assessment checklist	132
Trainer/ assessor user instructions	134



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Develop and maintain knowledge of Australian education system and sectors
- >> Perform education job role tasks effectively
- >> Work effectively with diversity in an educational context
- >> Practise inclusivity in an educational context

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.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.