

BSBTWK301

Use inclusive work practices

Table of Contents (Extract)

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

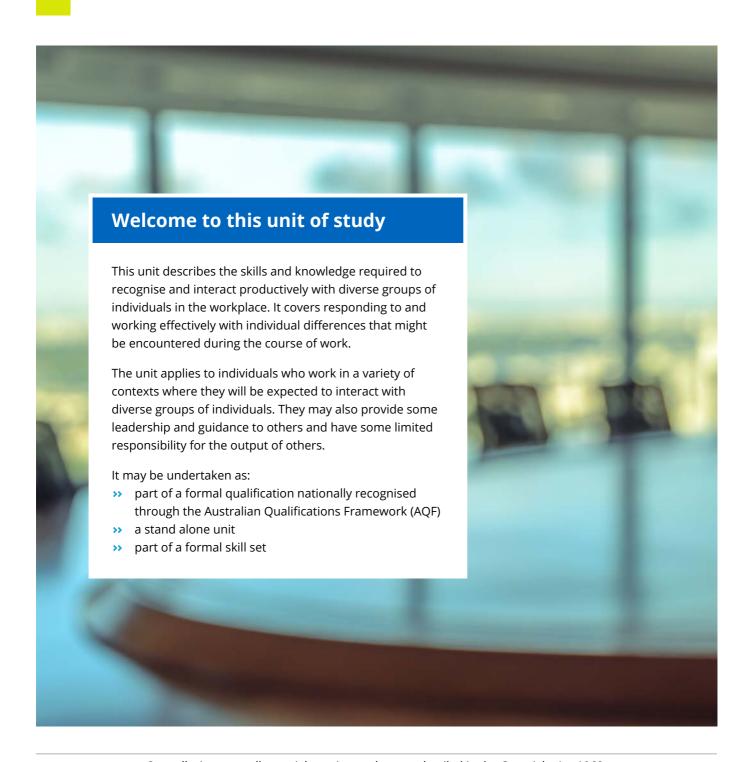
This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBTWK301.

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/BSBTWK301/

Trainer/assessor guide

BSBTWK301 Use inclusive work practices



Contents

About this trainer/assessor guide	4
Learning resource	5
Topic 1: Establish practices that support individual differences in the workplace	5
Identify individual differences	5
Identify organisational policies and procedures	7
Help develop plans that incorporate inclusive practices	9
Check your understanding	11
Topic 2: Work effectively with individual differences	13
Document the knowledge, skills and experience of team members	13
Share skills to support colleagues and clients	15
Implement work practices that demonstrate the value of diversity	17
Modify communication	19
Check your understanding	23
Topic 3: Assess use of inclusive practices	25
Seek feedback from your supervisor	25
Evaluate feedback and identify opportunities for improvement	27
Improve your work practices according to legislative requirements and enterprise guidelines	28
Check your understanding	31
Topic 4: Additional learning	33
Reasonable adjustments that facilitate participation by people with a disability	33
References	34
Assessment workbook	35
Unit information	37
What is competency-based assessment?	38
How will my competency be assessed?	39
Assessment agreement	40
Foundation skills checklist	41
Skills recognition	42
Topic 1: Establish practices that support individual differences in the workplace	
Topic 2: Work effectively with individual differences	
Topic 3: Assess use of inclusive practices	
Knowledge questions	
Topic 1: Establish practices that support individual differences in the workplace	
Topic 2: Work effectively with individual differences	
Topic 3: Assess use of inclusive practices	
Topic 4: Specific knowledge evidence	
Performance tasks	
Third party evidence collection agreement	
Topic 1: Establish practices that support individual differences in the workplace	
Topic 2: Work effectively with individual differences	
Topic 3: Assess use of inclusive practices	

Completion record	68
Unit mapping	69
Trainer/ assessor user instructions	71



About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Establish practices that support individual differences in the workplace
- >> Work effectively with individual differences
- Assess use of inclusive practices
- Additional learning

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.