



**ASSESSMENT OUTLINE**  
**CERTIFICATE II IN WORKPLACE SKILLS**  
**YEAR 11**

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Syllabus content	Assessment task	Due Date
BSBWHS211	Contribute to the health and safety of others	Term 1 Week 6
BSBCMM211	Communicate in the workplace	Term 2 Week 3
BSBPEF202	Plan and apply time management	Term 2 Week 8
BSBTEC301	Design and produce business documents	Term 3 Week 6
BSBTEC202	Use digital technologies to communicate in a work environment	Term 3 Week 9
BSBOPS201	Work effectively in a business environment	Term 3 Week 4

**PLEASE NOTE:** ASSESSMENT DATES MAY CHANGE DUE TO SCHOOL COMMITMENTS AND CHANGES TO THE SCHOOL CALENDAR