



Business (BSB07)

TRAINING AND ASSESSMENT MATERIALS

Bsbwrt401a Training Guide

Mary Wilson, Scope

Bsbwrt401a Training Guide:

BSBWRT401A Learner Guide Write Complex Documents Mary Wilson,Scope,2010 This Learner Guide addresses the competency BSBWRT401A Write complex documents It provides solid underpinning knowledge plenty of practical examples and workplace scenarios and the flexibility to be used in a variety of learning environments such as on the job off the job distant learning or for a combination of these This Learner Guide will help trainees and students achieve superior learning outcomes with the following learning features Numerous practical activities linked to competencies Important tips and hints to help students on the job Practical examples to show how theory applies to the workplace End of chapter assignments and case studies Workplace Projects to allow students to apply theory to a workplace situation Workplace Simulations that are based on case studies and scenarios A glossary of key terms End of section tables linking the activities in the Guide to the performance criteria addressed in the section End of section tables that link the Employability skills covered Provides engaging material for learning designed to increase the participant's interest in the program and likelihood of completion Is written in relevant easy to read language that facilitates learning Provides numerous activities that develop concepts and reinforce skills Provides clear links between learning and practice including employability skills Can be used in both workplace and classroom training environments Providing a clear and consistent resource for each participant This Learner Guide will help teachers and trainers of the competency standard by Giving the necessary underpinning knowledge for each participant minimising the need for further handouts and or preparation Providing a source of assessment activities and or a component of a portfolio of evidence when complete **BSBWRT401**,2015 *Training Guide*,1972 *Four steps to a company training plan*,1977* *Training Guide* Paper and Paper Products Industry Training Board,1970 Training Guide Clothing and Allied Products Industry Training Board,1971 **Training Device Guide** United States Naval Training Device Center,1961 *Training Device Guide (formerly Special Devices Guide)* ... U.S. Naval Training Device Center,1962 **The Complete Guide to Technical and Skills Training**,1998 **National Training Package for the Chemical & Oil Industry** Process Manufacturing Industry Training Council of WA.,1999 **Training Manual** United States. Army. Signal Corps,1922 **Training Guide** California. State Department of Employment,1957 **General Guide to Training** Printing and Publishing Industry Training Board,1971 **Training-Guide**, **Training Device Guide: Devices Under Development** United States Naval Training Device Center,1961 *Guide to Training* American Petroleum Institute. Division of Production,1956* **Area Training Program Guide, Training is the Key to Production** United States. War Manpower Commission,1943 **Training guidelines** Great Britain. Ceramics, Glass and Mineral Products Industry Training Board,1969 *Area training program guide* United States. War Manpower Commission. Bureau of Training,1943 **Training Device Guide** United States. Office of Naval Research,1963

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