

# Learner Guide



# BUSINESS



# Learner Guide Unit Bsbohs404b

**Pearson Scope Staff**



## **Learner Guide Unit Bsbohs404b:**

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**Activities** Natalie Ford,Scope,2006 This Learner Guide addresses the competency BSBCMN202A Organise and complete daily work activities It provides learners with a structured learning pathway of concepts examples and activities addressing each Performance Criteria of the competency standard in a logical fashion This Learner Guide will help trainees and students achieve superior learning outcomes as it 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 Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant 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 **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

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*BSBADM307B Organise Schedules* Julianne Becroft,Scope,2008 This Learner Guide addresses the competency BSBADM307B Organise schedules It provides learners with a structured learning pathway of concepts examples and activities addressing each Performance Criteria of the competency standard in a logical fashion This Learner Guide will help trainees and students achieve superior learning

outcomes as it 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 Can be used in both workplace and classroom training environments This Learner Guide will help teachers and trainers of the competency standard by Providing a clear and consistent resource for each participant 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      FSKRDG10 Aspire Training & Consulting,2015      **Learners Pack**

**(diploma Core Units): TAADES501A Design and develop learning strategies. Learner guide ,2005**

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