



Certificate IV Business Graduation

Dear Students,

It's Springtime in Australia and the countryside is looking lovelier than ever after all the excess rain we've had lately.

If you haven't had the opportunity to explore the Penrith region before this, try and find some time to do so as the outskirts of Penrith are very rural and a completely different view of Australia than the citylife of Penrith.

The magnificent Blue Mountains are a MUST SEE experience for you also. Kim has a copy of a video called The Edge which is an IMAX movie on the Blue Mountains. If you would like to see this, ask your trainer to find some time and they will definitely show you this.

We also have provided free copies of The Penrith Valley Experience brochure on the table near the student kitchen. You are welcome to take one to help you plan your adventures.

Happy Exploring!

NEXT INTERNATIONAL STUDENT HOLIDAY

Don't forget the next student holiday is from October 4 – 24!

COLLECTING EVIDENCE

We know that it seems like a lot of work to do at times but we must collect evidence of your work to satisfy the educational requirements of the bodies we are governed by.

This means that for each unit you study you must submit the following, in your own handwriting, or in the case of Business Studies, sometimes in typed format.

We require you to submit:

Activities: All the activities are to be completed in your work book unless specified by your trainer.

Assessment Strategy 2: You will find in the second section of your unit of competency (the assessment section) Assessment Strategy 2. This is a set of questions you must supply answers to. You must complete ALL of these questions.

Assessment Strategy 4: This is a project (if you have problems understanding the project requirements please see your trainer) which must be done in the classroom under supervision.

In total you will have completed 3 different forms of evidence.

Don't forget to sign and date the cover pages in two areas and on any other additional assessments provided by your trainer.

