

# Teacher's Toolkit

VCE Business Management Units 3 & 4 2018



The main purpose of this program is to add to your Business Management 'Toolkit' and provide teachers with a range of teaching strategies and learning activities that focus on the new Study Design and can be used in the classroom to build the key knowledge and key skills required to perform at a high level in VCE Business Management. In particular there will be a focus on the higher order skills that are required to achieve at a high level in both internal and external assessment for Unit 3 and 4.

During the session(s) you will be provided with – resources on recent issues in contemporary Australian businesses; case studies; class-based activities; sample assessment tasks (including sample SAC tests, examination style questions and suggested solutions).

**PRESENTER**



## **Blair Cooper**

*BEd, Grad Cert HRM, Cert IV Workplace Training and Assessment Commerce Teacher, Director of VCE Studies, The Peninsula School.*

Blair is the perfect blend of education and entertainment. He has taught Business Management for the past ten years at The Peninsula School where he is the Director of VCE Studies. Blair has also been lecturing for Access Education for eight years and consistently receives excellent feedback. Prior to teaching he spent eight years in a variety of Retail Management and Human Resource Management roles with Myer and Country Road. He also has extensive retail training and assessing experience in the TAFE sector. He has been a Business Management exam assessor since 2004, is a regular presenter at Comview and has contributed to several teaching resources for commerce based subjects.

*plus*  
**PRE-ORDER YOUR  
2018 Business  
Management  
Trial Exam  
Unit 3 & 4**



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- resources on recent issues in contemporary Australian businesses
- case studies
- class-based activities
- sample assessment tasks (including sample SAC tests, examination style questions and suggested solutions).



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**This program meets the following standards of professional practice as required for ongoing registration with The Victorian Institute of Teaching**

### Professional knowledge

- Teachers know how students learn and how to teach them effectively
- Teachers know the content they teach

### Professional practice

- Teachers plan and assess for effective learning
- Teachers use a range of teaching practices and resources to engage students in effective learning

### Professional engagement

- Teachers reflect on, evaluate and improve their professional knowledge and practice
- Teachers are active members of their profession.

Each session will equate to 3.25 hours of PD

## Booking details

- **Price includes** presentation, all support materials, Certificate of Attendance, afternoon tea.
- Booking confirmations are sent to the email address provided on this form. If you have not received your confirmation by 2 days prior to program you must contact our office.
- **To Book** Phone: 1300 338 222 Fax: 1300 315 708 Post to PO Box 2295 Moorabbin Vic 3189 or complete the online booking form at [www.accesseducation.com.au](http://www.accesseducation.com.au)
- **Bookings Close** four business days prior to each event. Bookings incur a \$20 service fee after closing dates.
- **Cancellations** before the closing date incur a \$20 charge, no refunds after closing date. Substitutes available up to 24 hours prior to each event at no cost but our office must be notified.

# Booking form

## TAX INVOICE

One Plus One Management Pty Ltd trading as Access Education ABN 28 216 941 748  
PO Box 2295 Moorabbin Victoria 3189 [www.accesseducation.com.au](http://www.accesseducation.com.au)

## Teacher's Toolkit for Business Management \$150 per session per person (inc GST)

PLEASE ARRIVE 30 MINUTES PRIOR TO THE SESSION TO  
ALLOW ADEQUATE TIME TO REGISTER

### Mulgrave Country Club, Wheelers Hill

Friday 23 March 2018, 9am – 12.15pm

**YES I would like to prebook my new 2018 Business Management Unit 3 & 4 Trial Exam with Solutions @ \$85** – emailed by 21 August

**NAME/S** (please print as they are to appear on the Certificates of Attendance)

1

email

2

email

\* Special dietary needs  Vegetarian  Gluten Free  Dairy Free

School

Postal address

Postcode

Ph ( )

Fax ( )

**Payment Options for**  Units @ \$150 per session per person  
**plus**  @ \$85 per Bus Management Trial exam

**School Order No**

**Cheque for \$**

**Direct EFT payment of \$** BSB 033 034 A/C No: 493 449

For EFT payments please fax Confirmation of Payment to 1300 315 708  
or email to: [vce@accesseducation.com.au](mailto:vce@accesseducation.com.au)

**Please charge \$** to Credit Card (details below)

Visa  Mastercard **Expiry date** / **CVN:**

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Cardholder's name

Cardholder's signature

