

**IMPORTANT  
PROGRAM  
DISCLOSURE  
STATEMENT  
(PDS)**

*This Subject Outline is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training provides and those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).*

*To access Binnacle's PDS, visit: <https://www.binnacletraining.com.au/connect/support-centre/rto-documents/#binnacle-rto-files>*

## COURSE OVERVIEW & OUTLINE

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community.

Graduates will be competent in a range of essential business skills including; personal management and effective communication techniques, customer service, leadership and innovation, critical thinking, business technology and documents, financial literacy, workplace health and safety, inclusive work practices and participating in sustainable work practices.

**This program also includes the following:**

- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**

1-Timetable Line  
\*Please consult Binnacle Training to discuss Fast-Track options.

**Units of Competency:**  
13 (6 Core Units, 7 Elective Units)

**Suitable Year Level(s):**  
Year 11 and 12

**Study Mode:**  
Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**  
\$265.00 per person  
Plus additional charge at the school's discretion: \$20 Binnacle Boss Project Start-Up Capital

**QCE Outcome:**  
Maximum 8 QCE Credits

## UNITS OF COMPETENCY

CODE	TITLE
BSBPEF201	Support personal wellbeing in the workplace
BSBPEF301	Organise personal work priorities
FNSFLT311	Develop and apply knowledge of personal finances
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBXCM301	Engage in workplace communication
BSBTWK301	Use inclusive work practices
BSBXTW301	Work in a team
BSBCRT311	Apply critical thinking skills in a team environment
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
BSBTEC303	Create electronic presentations
BSBOPS304	Deliver and monitor a service to customers

## COURSE SCHEDULE

### BSB30120 CERTIFICATE III IN BUSINESS

TERM 1	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Introduction to the Business Services Industry</li><li>› Personal Wellbeing in the Workplace</li><li>› Organise Personal Work Priorities</li></ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"><li>› Wellbeing in the Workplace</li></ul>
TERM 2	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Develop and Apply Knowledge of Personal Finances</li></ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"><li>› Knowledge of Personal Finances</li></ul>
TERM 3	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Workplace Health and Safety</li><li>› Sustainable Work Practices</li></ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"><li>› WHS Processes at the 'Go! Regional' Travel Expo</li></ul>
TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Inclusive Work Practices</li><li>› Engage in Workplace Communication</li></ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"><li>› Inclusivity and Communication in the Workplace</li></ul>
TERM 5	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Work in a Team</li><li>› Critical Thinking Skills</li></ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"><li>› Critical Thinking at Go! Travel</li></ul>
TERM 6	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Create Electronic Presentations</li><li>› Creating Presentations Using PowerPoint</li><li>› Write Simple Documents</li></ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"><li>› Binnacle Boss (Part 1) – Business Proposal</li></ul>
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"><li>› Critical Thinking and Problem Solving</li></ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"><li>› Binnacle Boss (Part 2) - Market Day / Entrepreneurship Expo</li></ul>