

**REGISTERED TRAINING ORGANISATION**

Binnacle Training (RTO Code: 31319)

Cost \$265.00 = Binnacle Training Fee

**PROGRAM OVERVIEW**

This qualification reflects the role of individuals in a variety of Business Services job roles. 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.

**ENTRY REQUIREMENTS**

At enrolment, each student will be required to create (or simply supply if previously created) a [Unique Student Identifier \(USI\)](#). A USI creates an online record of all training and qualifications attained in Australia.

**LANGUAGE, LITERACY AND NUMERACY SKILLS**

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.

**COURSE OUTLINE**

YEAR 1			
<b>Term 1</b>	Introduction to the Business Services Industry Introduction to Entrepreneurship and Business Introduction to Personal Finances Introduction to Tourism <b>Projects: Research Business Topics</b>	<b>Term 2</b>	Research Topics and Create a Group Presentation <b>Projects: Group Presentations</b>
<b>Term 3</b>	Workplace Health and Safety Sustainable Work Practices <b>Projects: WHS Processes at the 'Go! Regional' Travel Expo</b>	<b>Term 4</b>	Develop and Apply Knowledge of Personal Finances <b>Projects: Personal Budget for the Future</b>
YEAR 2			
<b>Term 5</b>	Inclusive Work Practices Engage in Workplace Communication <b>Projects: Inclusivity and Communication in the Workplace</b>	<b>Term 6</b>	Work in a Team Critical Thinking Skills <b>Projects: Critical Thinking at Go! Travel</b>
<b>Term 7</b>	Designing and Producing Business Documents Producing Simple Documents <b>Projects: Binnacle Boss Proposal</b>	<b>Term 8</b>	Course finalisation

UNITS OF COMPETENCY			
<b>BSBPEF201</b>	Support personal wellbeing in the workplace	<b>BSBXTW301</b>	Work in a team
<b>BSBPEF301</b>	Organise personal work priorities	<b>BSBCRT311</b>	Apply critical thinking skills in a team environment
<b>FNSFLT311</b>	Develop and apply knowledge of personal finances	<b>BSBTEC301</b>	Design and produce business documents
<b>BSBWHS311</b>	Assist with maintaining workplace safety	<b>BSBWRT311</b>	Write simple documents
<b>BSBSUS211</b>	Participate in sustainable work practices	<b>BSBTEC201</b>	Use business software applications
<b>BSBXCM301</b>	Engage in workplace communication	<b>BSBTEC203</b>	Research using the internet
<b>BSBTWK301</b>	Use inclusive work practices		
OPTIONAL ADDITIONAL UNITS OF COMPETENCY			
<b>BSBCMM411</b>	Make presentations*	<b>BSBPEF402</b>	Develop personal work priorities*

**STUDY MODE**

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience.

**PATHWAYS**

The Certificate III in Business will predominantly be used by students seeking to enter the Business Services industries. For example:

- Administration Officer
- Customer Service Assistant
- Duty Manager

Students may also choose to continue their study by completing the Certificate IV or Diploma (e.g. Business or Tourism) at another RTO or a Bachelor of Business, or similar, at a University.

**PDS DECLARATION:**

This document 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 as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: [binnacletraining.com.au/](http://binnacletraining.com.au/)