

REGISTERED TRAINING ORGANISATION

Binnacle Training (RTO Code: 31319)

COURSE OVERVIEW AND 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 the Binnacle Boss Entrepreneurship Program
- Students examine business opportunities and participate in an Industry discovery

Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit <https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar>

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.

STUDY MODE

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

UNITS OF COMPETENCY

This course is delivered over 2 years over 1 timetabled line.

There are 13 (6 Core Units, 7 Elective Units) 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

Finalisation of qualification: SIS30315 Certificate III in Fitness

COST

\$265.00 = Binnacle Training Fee

PROGRAM DISCLOSURE STATEMENT

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/rto



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COURSE SCHEDULE

PLEASE NOTE THAT THIS COURSE SCHEDULE IS A GUIDE ONLY

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