

# Certificate III/II in Business 'Business in Schools'

## A Comparison - Certificate III in Business vs Certificate II in Business

Binnacle Training offers both the Certificate III in Business and Certificate II in Business to our partner schools. As demonstrated below, Binnacle's Certificate III in Business extends on those skills crucial for the future world of work – in particular, Financial Literacy and Leadership (teamwork and organisational skills).

	BSB30115 Certificate III in Business	BSB20115 Certificate II in Business
<b>Qualification Description</b>	Reflects the <b>varied roles across different industry sectors</b> performing a <b>broad range</b> of competencies using some <b>discretion, judgment</b> and relevant theoretical knowledge. They may provide <b>technical advice</b> and <b>support to a team</b> .	Reflects a <b>variety of junior administrative roles</b> performing mainly <b>routine tasks</b> using limited practical skills and fundamental operational knowledge in a <b>defined context</b> . Individuals work <b>under direct supervision</b> .
<b>Binnacle Program Summary</b>	Students develop key enterprise skills – including <b>leadership, customer service, personal management, teamwork</b> and <b>financial literacy</b> – through project-based learning.	Students apply a range of <b>routine business administrative</b> tasks – including using spreadsheets, maintaining information, organisation of tasks, communication and an introduction to financial literacy - through project-based learning.
<b>Assessment Requirements</b>	<ul style="list-style-type: none"> <li>Knowledge and Knowledge Extension short answer</li> <li>Mini business projects – individual and group</li> <li>Major Projects (including 'design and plan for a new product/service')</li> <li>Financial Literacy - Be MoneySmart through a career in small business</li> <li>Case Studies</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and Knowledge Extension short answer</li> <li>Mini business projects – individual and group (assist with delivery only)</li> <li>Financial Literacy - Be MoneySmart</li> <li>Case Studies</li> </ul>

	BSB30115 Certificate III in Business	BSB20115 Certificate II in Business
<b>Core</b>	<ul style="list-style-type: none"> <li><b>BSBWHS302</b> Apply knowledge of WHS legislation in the workplace</li> </ul>	<ul style="list-style-type: none"> <li><b>BSBWHS201</b> Contribute to health and safety of self and others</li> </ul>
<b>Electives (list) Minimum of 7</b>	<ul style="list-style-type: none"> <li><b>BSBCUS301</b> Deliver and monitor a service to customers</li> <li><b>BSBFLM312</b> Contribute to team effectiveness</li> <li><b>BSBITU312</b> Create electronic presentations</li> <li><b>BSBWOR301</b> Organise personal work priorities and development</li> <li><b>BSBPRO301</b> Recommend products and services</li> <li><b>BSBWRT301</b> Write simple documents</li> <li><b>BSBITU306</b> Design and produce business documents</li> </ul>	<ul style="list-style-type: none"> <li><b>BSBIND201</b> Work effectively in a business environment</li> <li><b>BSBINM201</b> Process and maintain workplace information</li> <li><b>BSBWOR202</b> Organise and complete daily work activities</li> <li><b>BSBCMM201</b> Communicate in the workplace</li> <li><b>BSBITU212</b> Create and use spreadsheets</li> <li><b>BSBITU213</b> Use digital technologies to communicate remotely</li> <li><b>BSBWOR203</b> Work effectively with others</li> </ul>
<b>Electives (remaining) Minimum of 4</b>	<ul style="list-style-type: none"> <li><b>FNSFLT205</b> Develop knowledge of the Australian financial system and markets</li> <li><b>FNSFLT401</b> Be MoneySmart through a career in small business</li> <li><b>BSBLED301</b> Undertake e-learning</li> <li><b>BSBITU314</b> Design and produce spreadsheets</li> <li><b>Optional Elective - ICTWEB201</b> Use social media tools for collaboration and engagement</li> <li><b>Optional Elective - FNSFLT301</b> Be MoneySmart</li> </ul>	<ul style="list-style-type: none"> <li><b>FNSACC313</b> Perform financial calculations</li> <li><b>BSBSUS201</b> Participate in environmentally sustainable work practices</li> <li><b>FNSFLT301</b> Be MoneySmart</li> <li><b>BSBITU211</b> Produce digital text documents</li> </ul>



**Binnacle**  
Business

1300 303 715  
admin@binnacletraining.com.au  
binnacletraining.com.au

RTO Code: 31319

# Certificate III/II in Business 'Business in Schools'

## Binnacle Business Delivery Options

Qualification	1 Year (4 Terms)	2 Year (7 Terms)	3 Year (11 Terms)
<b>BSB20115</b>	✓	✓	N/A
<b>BSB30115</b>	✓ *	✓	N/A
<b>BSB20115 &amp; BSB30115</b> (embedded option)	N/A	N/A	✓

\* Delivery over 2 lines only



**Binnacle**  
Business

1300 303 715  
[admin@binnacletraining.com.au](mailto:admin@binnacletraining.com.au)  
[binnacletraining.com.au](http://binnacletraining.com.au)

RTO Code: 31319