



Binnacle
Training

RTO Code 31319



ABSTRACT

This Student Information contains important information for students completing the 2019 Certificate III in Business + Certificate II in Business (3 Year) program with Binnacle Training, including:

- Program inclusions
- A program description
- The assessment completion process
- Career pathways

STUDENT INFORMATION

‘Business in Schools’

**Certificate III in Business +
Certificate II in Business (3 Year)**

Program Inclusions

Binnacle's 'Business in Schools' program incorporates the nationally recognised qualifications:

- **BSB20115 Certificate II in Business (entry qualification)**
- **BSB30115 Certificate III in Business.**

The program covers the skills and knowledge required of a worker entering the Business Services industry and/or pursuing further tertiary business pathways (e.g. Certificate IV, Diploma and Bachelor of Business).

In particular, 'Business in Schools' involves:

- Leadership, Innovation and teamwork
- Organising work priorities and personal development
- Managing risks in the workplace
- Delivering a service to customers
- Recommending and promoting products and services
- Undertaking e-learning
- Producing spreadsheets
- Designing and producing business documents
- Developing knowledge of the Australian financial system and markets
- Financial Literacy – Identifying key financial requirements for establishing and maintaining a successful small or micro business.
- Using digital technologies in the workplace
- Financial Literacy – Developing money management skills.

This is achieved by students working alongside an experienced Business Teacher (Program Coordinator) to undertake projects and deliver services within their school community. For example:

- R U OK? Mental Health Awareness Week – Team Project
- Major Project: Design and Plan for a new Product/Service

What does the program involve?

The program involves learning about what it takes to become a Business professional. This learning will take place in a range of settings, including classroom (knowledge and project planning) and outdoors (project delivery).

Assessment activities include the completion of practical and knowledge tasks throughout the program. Many of the practical tasks will be observed while delivering projects. This will often require the completion of workplace documents (e.g. project plan). Knowledge tasks generally take the form of a short answer quiz that is completed online and tests your knowledge against one or more of the competency units.

Completing Assessments

All assessment tasks and resources are online and each term has a specific number of assessment tasks.

Your teacher will regularly review the completion of your assessment and if gaps are identified (i.e. assessment tasks incomplete or 'Not Yet Satisfactory'), you will be required to finalise the assessment in your own time (e.g. during exam block) before the next school term commences.

As per the diagram below, you will store your completed assessment (and associated documents) online for your teacher to mark and inform you of the outcome ('Satisfactory' or 'Not Yet Satisfactory').

1. You (the student) complete the assessment each term:

- Knowledge assessments completed online in your Binnacle Lounge.
- Demonstrate required skills in practical tasks.
- Access to training resources to assist with assessment are also available in your Binnacle Lounge.



2. The teacher marks your assessment:

- Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.
- The teacher will mark your other (e.g. project, practical and case study) assessment items.
- The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.

Competencies in this Program

The breakdown of competency units scheduled for finalisation are as follows:

Finalisation of Competency Units

- Students enrol in qualification: **BSB20115 Certificate II in Business** in Term 1
- Students enrol in qualification: **BSB30115 Certificate III in Business** at commencement of Term 5 assessment.

TERMS 1-4	BSBWOR202	Organise and complete daily work activities
	BSBWOR203	Work effectively with others
	BSBIND201	Work effectively in a business environment
	BSBWHS201	Contribute to health and safety of self and others
	BSBSUS201	Participate in environmentally sustainable work practices
	BSBINM201	Process and maintain workplace information
	BSBCMM201	Communicate in the workplace
	BSBITU213	Use digital technologies to communicate remotely
	BSBITU211	Produce digital text documents
	FNSACC313	Perform financial calculations
	BSBITU212	Create and use spreadsheets
	FNSFLT301	Be MoneySmart

Qualification scheduled for finalisation: BSB20115 CERTIFICATE II IN BUSINESS

TERMS 5-8	BSBWOR301	Organise personal work priorities and development
	BSBLED301	Undertake e-learning
	BSBFML312	Contribute to team effectiveness
	BSBWHS302	Apply knowledge of WHS legislation in the workplace
	BSBITU314	Design and produce spreadsheets
	FNSFLT401	Be MoneySmart through a career in small business
	FNSFLT301	Be MoneySmart (Optional Elective)

TERMS 9-11	FNSFLT205	Develop knowledge of the Australian financial system and markets
	ICTWEB201	Use social media tools for collaboration and engagement (Optional Elective)
	BSBITU312	Create electronic presentations
	BSBCUS301	Deliver and monitor a service to customers
	BSBPRO301	Recommend products and services
	BSBWRT301	Write simple documents
	BSBITU306	Design and produce business documents

Qualification scheduled for finalisation: BSB30115 CERTIFICATE III IN BUSINESS

Career Pathways

Graduates of Binnacle Training’s ‘Business in Schools’ program may explore a Certificate IV in Business pathway with another training provider (e.g. Sarina Russo Institute) upon completion of their Certificate III in Business.

Further information pertaining to the Certificate IV in Business (including RTO and price) will be supplied throughout your course. Please advise your Business Teacher if you would like further information regarding the Certificate IV or other inter-related industry pathway qualifications (e.g. Tourism).

