



Binnacle
Training

RTO Code 31319



ABSTRACT

This Student Information contains important information for students completing the 2020 Certificate II in Business program with Binnacle Training, including:

- Program inclusions
- A program description
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements

STUDENT INFORMATION

'Business in Schools'

Certificate II in Business

Program Inclusions

Binnacle's 'Business in Schools' program incorporates the nationally recognised qualification: **BSB20115 Certificate II 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:

- Working effectively with others
- Creating and using spreadsheets
- Performing financial calculations
- Financial Literacy – managing personal finance matters
- Contributing to health and safety of self and others
- Processing and maintaining workplace information
- Participating in environmentally sustainable work practices
- Workplace communication
- Organising work activities and priorities
- Producing word processed documents

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:

- Completing a personal budget for the future
- Using digital technologies in the workplace (group project)

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

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

TERMS 5-7	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

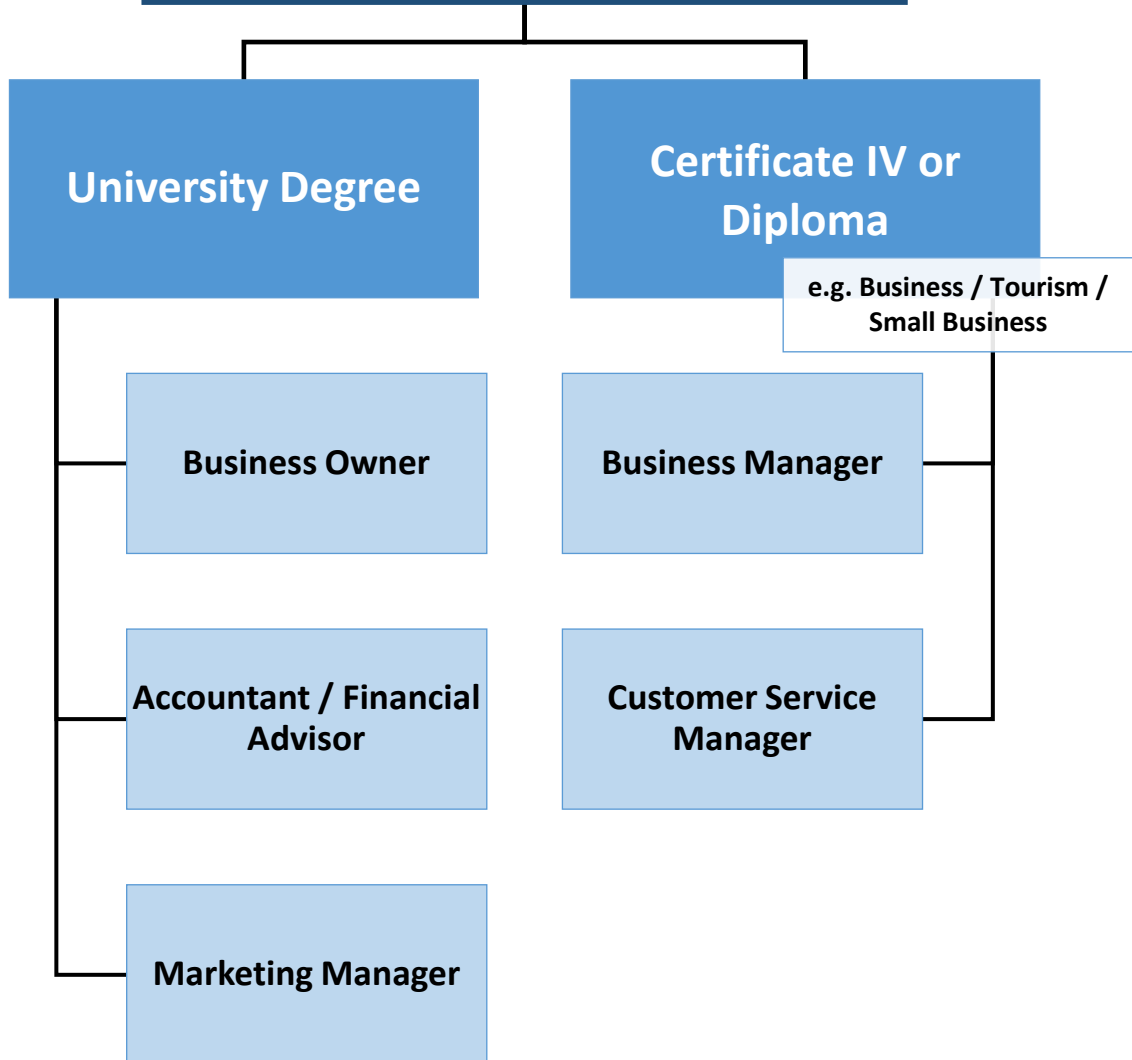
Career Pathways

Graduates of Binnacle Training's 'Business in Schools' program may explore a Certificate III/IV in Business pathway with another training provider (e.g. Sarina Russo Institute) upon completion of their Certificate II 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 III/IV or other inter-related industry pathway qualifications (e.g. Tourism).

Flowchart over page.

Certificate II/III in Business



Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

Binnacle Training Responsibilities: Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

School Responsibilities (as the third-party): The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and delivering training and assessment services on behalf of Binnacle including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

Student Enrolment

Student enrolment into the Certificate II in Business requires the school to have a current Third-Party Agreement in place (enrolment is unable to be finalised until this requirement has been met).

Definitions and Interpretations

RTO means a training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

School (third-party) means the secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

Training Product means any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

Program means the course(s) or qualifications(s) in its entirety.

For further information please access the [Program Disclosure Statement](#) in full.