



**YEAR 1**

<b>TERM 1</b>	<b>TOPICS COVERED</b>
	Topic #1 - Introduction to the Business Services and Travel/Tourism Industries Topic #2 - eLearning Topic #3 - Personal Work Priorities
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - Personal Development through eLearning Project #2 - Organise Work Priorities
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	BSBWOR301 Organise personal work priorities and development BSBLED301 Undertake eLearning
<b>TERM 2</b>	<b>TOPICS COVERED</b>
	Topic #1 - Contribute to Team Effectiveness
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - R U OK? – Mental Health Awareness Week (Part 1)
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	N/A - No Units of Competency finalised this term
<b>TERM 3</b>	<b>TOPICS COVERED</b>
	Topic #1 - Workplace Health and Safety
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - R U OK? Mental Health Awareness Week (Part 2) Project #2 - Participate in WHS Consultative Processes
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	BSBFLM312 Contribute to team effectiveness BSBWHS302 Apply knowledge of WHS legislation in the workplace
<b>TERM 4a</b> <b>(Elective A)</b>	<b>TOPICS COVERED</b>
	Topic #1 - Designing and Producing Spreadsheets Topic #2 - Be MoneySmart Through a Career in Small Business
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - Financing a Micro Business
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	BSBITU314 Design and produce spreadsheets FNSFLT401 Be MoneySmart through a career in small business

<b>TERM 4b</b> (Elective B)	<b>TOPICS COVERED</b>
	Topic #1 – Designing and Producing Spreadsheets Topic #2 - Financial Literacy
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - Financial Literacy (Be MoneySmart)
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	BSBITU314 Design and produce spreadsheets FNSFLT301 Be MoneySmart

## YEAR 2

<b>TERM 5a</b> (Elective A)	<b>TOPICS COVERED</b>
	Topic #1 - Knowledge of the Australian Financial System
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - ASX Sharemarket Game
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	FNSFLT205 Develop knowledge of the Australian financial system and markets

<b>TERM 5b</b> (Elective B)	<b>TOPICS COVERED</b>
	Topic #1 - Social Media Tools
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - Social Media for Business
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	ICTWEB201 Use social media tools for collaboration and engagement

<b>TERM 6</b>	<b>TOPICS COVERED</b>
	Topic #1 - Creating Electronic Presentations Topic #2 - Provide a Service to a Customer Group Topic #3 - Report on Service Delivery
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - FYA \$20 Boss Project (Part 1)
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	BSBITU312 Create electronic presentations BSBPRO301 Recommend products and services BSBCUS301 Deliver and monitor a service to customers

<b>TERM 7</b>	<b>TOPICS COVERED</b>
	Topic #1 - Plan and Develop Business Documents Topic #2 - Plan, Draft and Finalise Promotional Material
	<b>SPECIFIC PROJECT REQUIREMENTS</b>
	Project #1 - FYA \$20 Boss Project (Part 2)
	<b>UNITS SCHEDULED FOR COMPLETION</b>
	BSBWRT301 Write simple documents BSBITU306 Design and produce business documents

## SHORT COURSES

### OPTIONAL

Examples Only (TBC) – issued as a separate Statement of Attainment / non-accredited certificate:

- Be MoneySmart (if not completed above)
- Be MoneySmart through a career in small business (if not completed above)
- Provide First Aid
- Responsible Service of Alcohol (RSA) e.g. Club Training

**Qualification scheduled for finalisation: BSB30115 CERTIFICATE III IN BUSINESS**

\*Please note that this is a guide only.