



YEAR 1

TERM 1	TOPICS COVERED
	Topic #1 - Introduction to the Business Services / Tourism and Travel industries Topic #2 - Personal Wellbeing in the Workplace Topic #3 - Organise Personal Work Priorities
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Wellbeing in the Workplace
	UNITS SCHEDULED FOR COMPLETION
BSBPEF201 Support personal wellbeing in the workplace BSBPEF301 Organise personal work priorities	
TERM 2	TOPICS COVERED
	Topic #1 - Source, use and present information
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Ecotourism in Australia Project #2 - Tourism Industry Discovery
	UNITS SCHEDULED FOR COMPLETION
SITTIND001 Source and use information on the travel and tourism industry SITXCOM001 Source and present information	
TERM 3	TOPICS COVERED
	Topic #1 - Workplace Health and Safety Topic #2 - Sustainable Work Practices
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Maintaining Safety in the Workplace Project #2 - Participate in Safe Work Practices Project #3 - Sustainability in the Workplace
	UNITS SCHEDULED FOR COMPLETION
BSBWHS311 Assist with maintaining workplace safety SITXWHS001 Participate in safe work practices BSBSUS211 Participate in sustainable work practices BSBSUS201 Participate in environmentally sustainable work practices	

TERM 4	TOPICS COVERED
	Topic #1 - Inclusive Work Practices Topic #2 - Workplace Communication Topic #3 - Social and Cultural Sensitivity
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Inclusivity and Communication in the Workplace Project #2 - Show Social and Cultural Sensitivity in the Tourism Industry
	UNITS SCHEDULED FOR COMPLETION
	BSBTWK301 Use inclusive work practices BSBXCM301 Engage in workplace communication SITXCOM002 Show social and cultural sensitivity

YEAR 2

TERM 5	TOPICS COVERED
	Topic #1 - Working in a Team Topic #2 - Critical Thinking Skills Topic #3 - Working Effectively with Others
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Travel Expert Team Games Project #2 - Go! Travel Blog Team Project
	UNITS SCHEDULED FOR COMPLETION
	BSBXTW301 Work in a team BSBCRT311 Apply critical thinking skills in a team environment BSBWOR203 Work effectively with others

TERM 6	TOPICS COVERED
	Topic #1 - Electronic Presentations Topic #2 - Business Documents
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Produce Workplace Documents
	UNITS SCHEDULED FOR COMPLETION
	BSBTEC303 Create electronic presentations BSBTEC301 Design and produce business documents BSBWRT311 Write simple documents

TERM 7	TOPICS COVERED
	Topic #1 - Customer Service
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Design, Plan and Deliver a Product or Service (Binnacle Boss) Project #2 - Promote the Queensland Tourism Industry
	UNITS SCHEDULED FOR COMPLETION
	BSBOPS304 Deliver and monitor a service to customers SITXCCS003 Interact with customers

OPTIONAL	SHORT COURSES
	<p>Examples Only (TBC) - issued as a separate Statement of Attainment / non-accredited certificate:</p> <ul style="list-style-type: none"> • Be MoneySmart • Mental Health and Wellbeing (non-accredited) • Future Skills (non-accredited) • Provide First Aid • Responsible Service of Alcohol (RSA) e.g. Club Training

Qualifications scheduled for finalisation:

SIT20116 CERTIFICATE II IN TOURISM & BSB30120 CERTIFICATE III IN BUSINESS

*Please note that this is a guide only.