



**Pending release on training.gov.au (expected mid-Oct 2020) and Binnacle Training's addition to scope successful application thereafter.*

YEAR 1

TERM 1	TOPICS COVERED
	Topic #1 - Introduction to the Business Services / Tourism and Travel industries Topic #2 - Personal work priorities Topic #3 - Personal wellbeing in the workplace
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Wellbeing in the Workplace – Personal and Professional Development
	UNITS SCHEDULED FOR COMPLETION
	BSBPEF301 Organise personal work priorities BSBPEF201 Support personal wellbeing in the workplace

TERM 2	TOPICS COVERED
	Topic #1 - Identify sources of information on the structure and operation of the Travel and Tourism industry Topic #2 - Prepare 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 tourism and travel industry SITXCOM001 Source and present information

TERM 3	TOPICS COVERED
	Topic #1 - Follow organisational health and safety procedures Topic #2 - Apply knowledge of WHS legislation and incorporate into safe workplace Topic #3 - Participate in sustainable work practices
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - School Safety Audit Project #2 - Sustainability in the Workplace
	UNITS SCHEDULED FOR COMPLETION
	BSBWHS311 Assist with maintaining workplace safety SITXWHS001 Participate in safe work practices BSBSUS201 Participate in environmentally sustainable work practices BSBSUS211 Participate in sustainable work practices

TERM 4	TOPICS COVERED
	Topic #1 - Communicate with customers and colleagues from diverse backgrounds Topic #2 - Show social and cultural sensitivity
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Workplace Communication Project #2 - Social and Cultural Sensitivity – Tourism Industry Discovery
	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 - Work effectively in a team Topic #2 - Apply critical thinking skills in a team environment
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Creating a Positive Work Environment – Travel Expert Team Games Project #2 - Salvage Survival Project #3 - Can You Build It?
	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 - Plan and develop business documents Topic #2 - Knowledge of products and services Topic #3 - Creating electronic presentations
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - FYA \$20 Boss Project (Part 1) Project #2 - Recommend Products and Services
	UNITS SCHEDULED FOR COMPLETION
	BSBTEC303 Create electronic presentations BSBTEC301 Design and produce business documents BSBWRT311 Write simple documents

TERM 7	TOPICS COVERED
	Topic #1 – Deliver a service to customers Topic #2 - Interact with customers Topic #2 - Plan, draft and finalise promotional material
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - FYA \$20 Boss Project (Part 2) Project #2 - Interact with Customers
	UNITS SCHEDULED FOR COMPLETION
	BSBOPS304 Deliver and monitor a service to customers SITXCCS003 Interact with customers

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

Qualifications scheduled for finalisation:
SIT20116 CERTIFICATE II IN TOURISM & BSB30210* CERTIFICATE III IN BUSINESS

**Pending release on training.gov.au (expected mid-Oct 2020) and Binnacle Training's addition to scope successful application thereafter. Please note that this is a guide only.*