



FAST TRACK (4 TERM PROGRAM)

TERM 1	TOPICS COVERED
	Topic #1 - Introduction to the Business Services Industry Topic #2 - Time Management Topic #3 - Self-Awareness
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Personal Effectiveness
	UNITS SCHEDULED FOR COMPLETION
BSBPEF202 Plan and apply time management BSBPEF302 Develop self-awareness	
TERM 2	TOPICS COVERED
	Topic #1 - Workplace Health and Safety Topic #2 - Sustainable Work Practices Topic #3 - Communication Skills
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - School Safety Audit Project #2 - Sustainability in the Workplace Project #3 - Communication in the Workplace
	UNITS SCHEDULED FOR COMPLETION
BSBWHS211 Contribute to the health and safety of self and others BSBSUS211 Participate in sustainable work practices BSBCMM211 Apply communication skills	
TERM 3	TOPICS COVERED
	Topic #1 - Software Applications Topic #2 - Using Digital Technologies Topic #3 - Working Effectively with Others
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Mini Travel Expo Project #2 - Using Digital Technologies in the Workplace Project #3 - Go! Travel Team Building Event
	UNITS SCHEDULED FOR COMPLETION
BSBTEC201 Use business software applications BSBTEC202 Use digital technologies to communicate in a work environment BSBOPS201 Work effectively in business environments BSBTWK201 Work effectively with others	

TERM 4	TOPICS COVERED
	Topic #1 - Critical Thinking and Problem Solving
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Problem Solving in the Workplace
	UNITS SCHEDULED FOR COMPLETION
	BSBCRT201 Develop and apply thinking and problem solving skills

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 • Be MoneySmart through a career in small business • 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:

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

*Please note that this is a guide only.