



YEAR 1

TERM 1	TOPICS COVERED
	Topic #1 - Introduction to the Business Services Industry 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 - Be MoneySmart
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Financial Literacy
	UNITS SCHEDULED FOR COMPLETION
FNSFLT301 Be MoneySmart	
TERM 3	TOPICS COVERED
	Topic #1 - Maintaining Workplace Safety Topic #2 - Sustainable Work Practices
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Maintaining Safety in the Workplace Project #2 - Sustainability in the Workplace
	UNITS SCHEDULED FOR COMPLETION
	BSBWHS311 Assist with maintaining workplace safety BSBSUS211 Participate in sustainable work practices
TERM 4	TOPICS COVERED
	Topic #1 - Inclusive Work Practices Topic #2 - Workplace Communication
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Inclusivity and Communication in the Workplace
	UNITS SCHEDULED FOR COMPLETION
	BSBTWK301 Use inclusive work practices BSBXCM301 Engage in workplace communication



YEAR 2

TERM 5	TOPICS COVERED
	Topic #1 - Working in a Team
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Travel Expert Team Games Project #2 - Critical Thinking at Go! Travel
	UNITS SCHEDULED FOR COMPLETION
	BSBXTW301 Work in a team BSBCRT311 Apply critical thinking skills in a team environment
TERM 6	TOPICS COVERED
	Topic #1 - Business Documents
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Produce Simple Documents
	UNITS SCHEDULED FOR COMPLETION
	BSBTEC301 Design and produce business documents BSBWRT311 Write simple documents
TERM 7	TOPICS COVERED
	Topic #1 - Electronic Presentations Topic #2 - Customer Service
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Design, Plan and Deliver a Product or Service (Binnacle Boss)
	UNITS SCHEDULED FOR COMPLETION
	BSBTEC303 Create electronic presentations BSBOPS304 Deliver and monitor a service to 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 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

*Please note that this is a guide only.