



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
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	
TERM 3	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 – Critical Thinking at Go! Travel 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 – Design and Plan a Product or Service (Binnacle Boss)
	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 - Deliver a Product or Service 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.