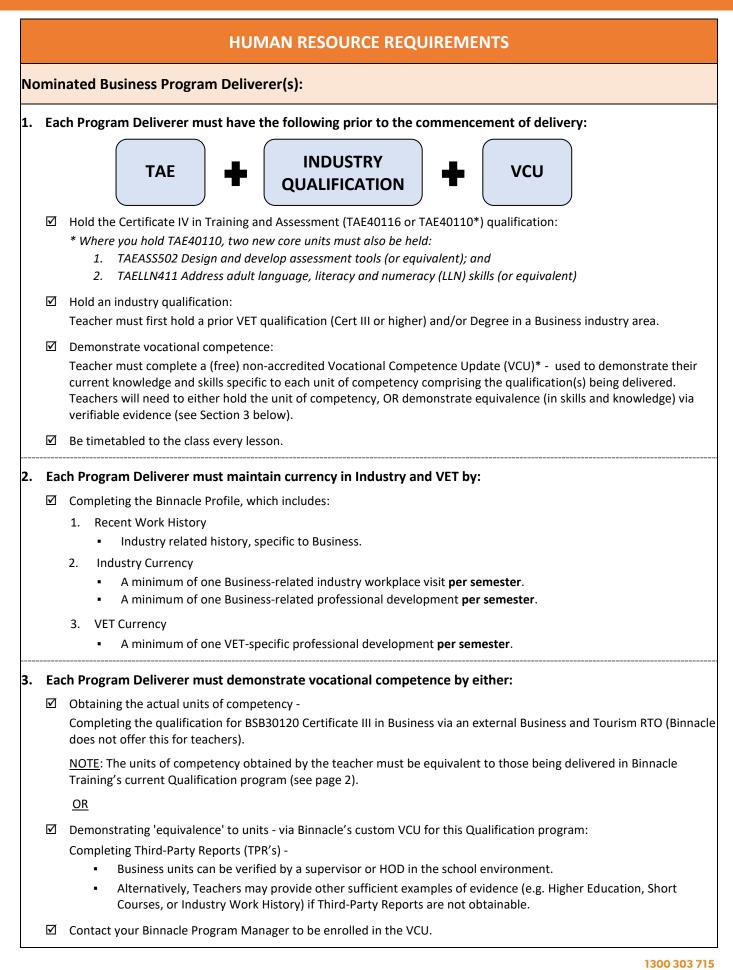


2022 RESOURCE REQUIREMENTS

BSB30120 Certificate III in Business





2022 RESOURCE REQUIREMENTS BSB30120 Certificate III in Business

Nominated Business Back-Up Deliverer:

This must include:

- At least one back-up deliverer who meets the 'Human Resource Requirements' prior to commencing as Binnacle Program Deliverer:
 - 1. A current Certificate IV in Training and Assessment.
 - 2. Hold an industry qualification.
 - 3. Demonstrate vocational competence.

If you are not currently meeting these HUMAN RESOURCE requirements, please use the relevant section in the 'Binnacle Signed Agreement' to describe the actions that will be taken to ensure these are met prior to program delivery.

BSB30120 CERTIFICATE III IN BUSINESS

CODE	UNIT TITLE	CORE / ELECTIVE
BSBPEF201	Support personal wellbeing in the workplace	CORE
BSBWHS311	Assist with maintaining workplace safety	CORE
BSBSUS211	Participate in sustainable work practices	CORE
BSBTWK301	Use inclusive work practices	CORE
BSBXCM301	Engage in workplace communication	CORE
BSBCRT311	Apply critical thinking skills in a team environment	CORE
BSBPEF301	Organise personal work priorities	L (GROUP B)
BSBXTW301	Work in a team	L (GROUP C)
BSBTEC301	Design and produce business documents	L (GROUP A)
BSBWRT311	Write simple documents	L (GROUP A)
BSBTEC303	Create electronic presentations	L (GROUP A)
BSBOPS304	Deliver and monitor a service to customers	L (GROUP D)
FNSFLT311	Develop and apply knowledge of personal finances	E

E = Imported elective; L = Listed elective.

Elective units are subject to change prior to the commencement of the program. This is to ensure alignment to current industry practices is at its optimum and adequate resources provided by School (as Third Party).

IMPORTANT	This document is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement</u> (PDS). The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery	
Program Disclosure	of training and assessment services).	
Statement (PDS)	To access Binnacle's PDS, visit: http://www.binnacletraining.com.au/rto.php and select 'RTO Files'.	



2022 RESOURCE REQUIREMENTS BSB30120 Certificate III in Business

PHYSICAL RESOURCE REQUIREMENTS

Business facilities and resources - located at the school:

Business facilities and resources must include:

- A simulated ergonomic office environment and workplace equipment including a desk, chair, printer and paper.
- Personal computers with office software (Microsoft Office documents, spreadsheets, presentations), internet access and browser, PDF reader and email application.
- ☑ Access to facilities suitable for hosting events.
- Access to 'customer groups' within the school (to advertise to and deliver team projects within the school environment).
- ☑ Access to school WHS and risk management procedures.
- ☑ Key health and safety equipment and/or aids.

<u>NOTE</u>: Binnacle Training provides a comprehensive suite of resources including:

- 1. A simulated tourism company website ('Go! Travel') which has been designed specifically for assessment purposes and incorporates the Policies and Procedures Manual.
- 2. Comprehensive scenario cards and interactive videos (specific to each assessment task).

If you are not currently meeting these PHYSICAL RESOURCE requirements, please use the relevant section in the 'Binnacle Signed Agreement' to describe the actions that will be taken to ensure these are met prior to program delivery.