1-YEAR (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 - Operate Safely in the Work Environment (Incident Role Play)

Project #2 - WHS Audit of the Go! Travel Office Space

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 - Travel Package Presentation

Project #2 - Creating a Positive Work Environment - Travel Expert Team Games

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 at Go! Travel
	UNITS SCHEDULED FOR COMPLETION
	BSBCRT201 Develop and apply thinking and problem solving skills

Qualifications scheduled for finalisation:

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

*Please note this is a guide only.