Binnacle Training
RTO Code 31319

ABSTRACT

This document contains important information for students completing the 2022 Certificate II in Workplace Skills program with Binnacle Training, including:

- Program inclusions and outline
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

STUDENT INFORMATION

'Business in Schools'
Certificate II in Workplace Skills

Program Inclusions

The Binnacle 'Business in Schools' program incorporates the nationally recognised qualification: **BSB20120 Certificate II in Workplace Skills.**

The program covers the skills and knowledge required of an employee entering the Business Services industry and/or pursuing further tertiary business pathways (e.g. Certificate IV, Diploma and Bachelor of Business).

In particular, 'Business in Schools' involves:

- Time management
- Self-awareness and personal wellbeing in the workplace
- Workplace safety & sustainability
- Communication skills
- Using digital technologies in the workplace
- Teamwork and critical thinking

This is achieved by students working alongside an experienced Business Teacher (Program Coordinator) to undertake projects and deliver services within their school community such as:

- A mini travel expo
- Using digital technologies in the workplace (group project).

Program Outline

The program involves learning the skills and knowledge to become a business professional. This learning will take place in a range of settings, including in and out of the classroom (knowledge/project planning and project delivery respectively).

Assessment activities include the completion of practical and knowledge tasks throughout the program. Many of the practical tasks will be assessed while delivering projects and will often require completion of a workplace document (e.g. project plan).

Knowledge tasks generally take the form of a short answer quiz that is completed online.

Completing Assessments

All assessment tasks and resources are online and each term has a specific number of assessment tasks.

Your teacher will regularly review the completion of your assessment and if gaps are identified (i.e. assessment tasks incomplete or 'Not Yet Satisfactory'), you will be required to finalise the assessment in your own time (e.g. during exam block) before the next school term commences.

Your completed assessment and associated documents will be stored online for your teacher to mark ('Satisfactory' or 'Not Yet Satisfactory').

1. **You (the student) complete the assessment each term:**
   - **Knowledge assessments completed online in your Binnacle Lounge.**
   - **Demonstrate required skills in practical tasks.**
   - **Access to training resources to assist with assessment are also available in your Binnacle Lounge.**

2. **The teacher marks your assessment:**
   - **Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.**
   - **The teacher will mark your other (e.g. project, practical and case study) assessment items.**
   - **The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.**
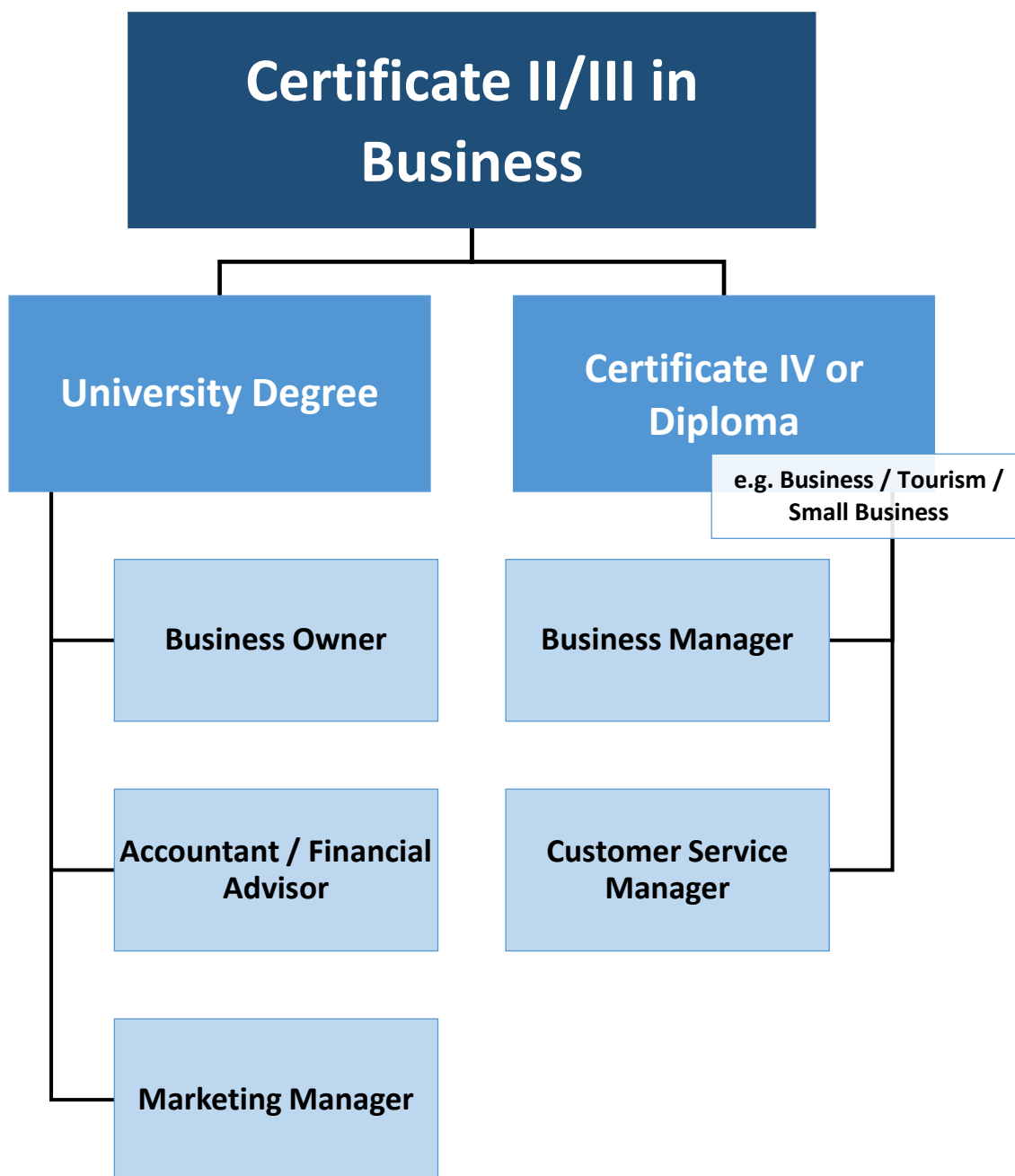
Competencies in this Program

TERMS 1-2	BSBPEF202	Plan and apply time management
	BSBPEF302	Develop self-awareness
	BSBWHS211	Contribute to the health and safety of self and others
	BSBSUS211	Participate in sustainable work practices
	BSBCMM211	Apply communication skills

TERMS 3-4	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
	BSBCRT201	Develop and apply thinking and problem solving skills

Career Pathways

Graduates of the Binnacle 'Business in Schools' program may explore a Certificate III/IV in Business pathway with another training provider (e.g. Sarina Russo Institute) upon completion of their Certificate II in Business.

Further information pertaining to the Certificate IV in Business (including RTO and price) will be supplied throughout your course. Please advise your Business Teacher to contact Binnacle Training if you would like further information regarding the Certificate III/IV or other inter-related industry pathway qualifications (e.g. Tourism).

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                    ┌──────────────────────────┐
                    │   Certificate II/III in  │
                    │        Business          │
                    └──────────────────────────┘
                 ┌──────────────┴──────────────┐
        ┌─────────────────┐          ┌─────────────────────┐
        │ University Degree│          │  Certificate IV or  │
        │                 │          │       Diploma       │
        └─────────────────┘          └─────────────────────┘
                                        e.g. Business / Tourism /
                                            Small Business

        ┌─────────────────┐          ┌─────────────────────┐
        │ Business Owner   │          │  Business Manager   │
        └─────────────────┘          └─────────────────────┘

        ┌─────────────────┐          ┌─────────────────────┐
        │   Accountant /  │          │  Customer Service   │
        │ Financial Advisor│         │      Manager        │
        └─────────────────┘          └─────────────────────┘

        ┌─────────────────┐
        │ Marketing Manager│
        └─────────────────┘
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Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

Binnacle Training Responsibilities: Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

School Responsibilities (as the third-party): The provision of adequate physical (equipment and facilities) and human resources (program deliverer) and delivering training and assessment services on behalf of Binnacle including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

Student Enrolment

Student enrolment into the Certificate II in Business requires the school to have a current Third-Party Agreement in place (enrolment is unable to be finalised until this requirement has been met).

Language, Literacy and Numeracy Skills

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure that students have the capacity to effectively engage with the content. The following examples provide a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

Reading	− Interpret information in relation to WHS and incidents. − Review and interpret communication information and organisational procedures. − Read and comprehend information on the requirements of the job role and organisation.
Writing	− Complete time management documentation using organisational formats. − Prepare documents to monitor and reflect on work performance. − Use structure and language appropriate to the audience and context when providing WHS information. − Complete resource sustainability documents using required formats. − Draft communication text (e.g. emails) using appropriate grammar, spelling and punctuation. − Proofread text for accuracy and compliance with task requirements. − Prepare simple correspondence (e.g. online messaging) using basic punctuation, text and correct spelling.
Verbal Communication	− Participate in time management discussions using suitable language and features. − Use relevant language and non-verbal communication when explaining WHS issues. − Use effective questioning and listening techniques to seek advice, information and feedback. − Present information and seek advice from colleagues using appropriate language and features.
Numeracy	− Interpret and adhere to set timeframes when completing tasks. − Calculate metric measurements to determine resource usage.

Definitions and Interpretations

RTO means a training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

School (third-party) means the secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

Training Product means any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

Program means the course(s) or qualifications(s) in its entirety.

For further information please access the Program Disclosure Statement in full.