Binnacle Training

RTO Code 31319

ABSTRACT

This document contains important information for students undertaking the 2022 Certificate III in Business program with Binnacle Training, including:

- Program inclusions
- A program description
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

STUDENT INFORMATION

'Business in Schools'

BSB30120 Certificate III in Business

Program Inclusions

Binnacle's 'Business in Schools' program incorporates the nationally recognised qualification: **BSB30120 Certificate III in Business.**

The program covers the skills and knowledge required for 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:

- Personal Wellbeing
- Organising personal work priorities
- Leadership and teamwork
- Safety and sustainability in the workplace
- Inclusivity and communication
- Delivering a service to customers
- Recommending and promoting products and services
- Designing and producing electronic presentations and business documents
- Financial Literacy – Developing money management skills

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 the Major Project: Design, Plan and Deliver a Product/Service (Binnacle Boss).

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 the classroom (knowledge and project planning) and outdoors (project delivery).

Assessment activities include the completion of practical and knowledge tasks throughout the program. Many of the practical tasks will be assessed 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.

As per the diagram, you will store your completed assessment (and associated documents) online for your teacher to mark and inform you of the outcome ('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.**
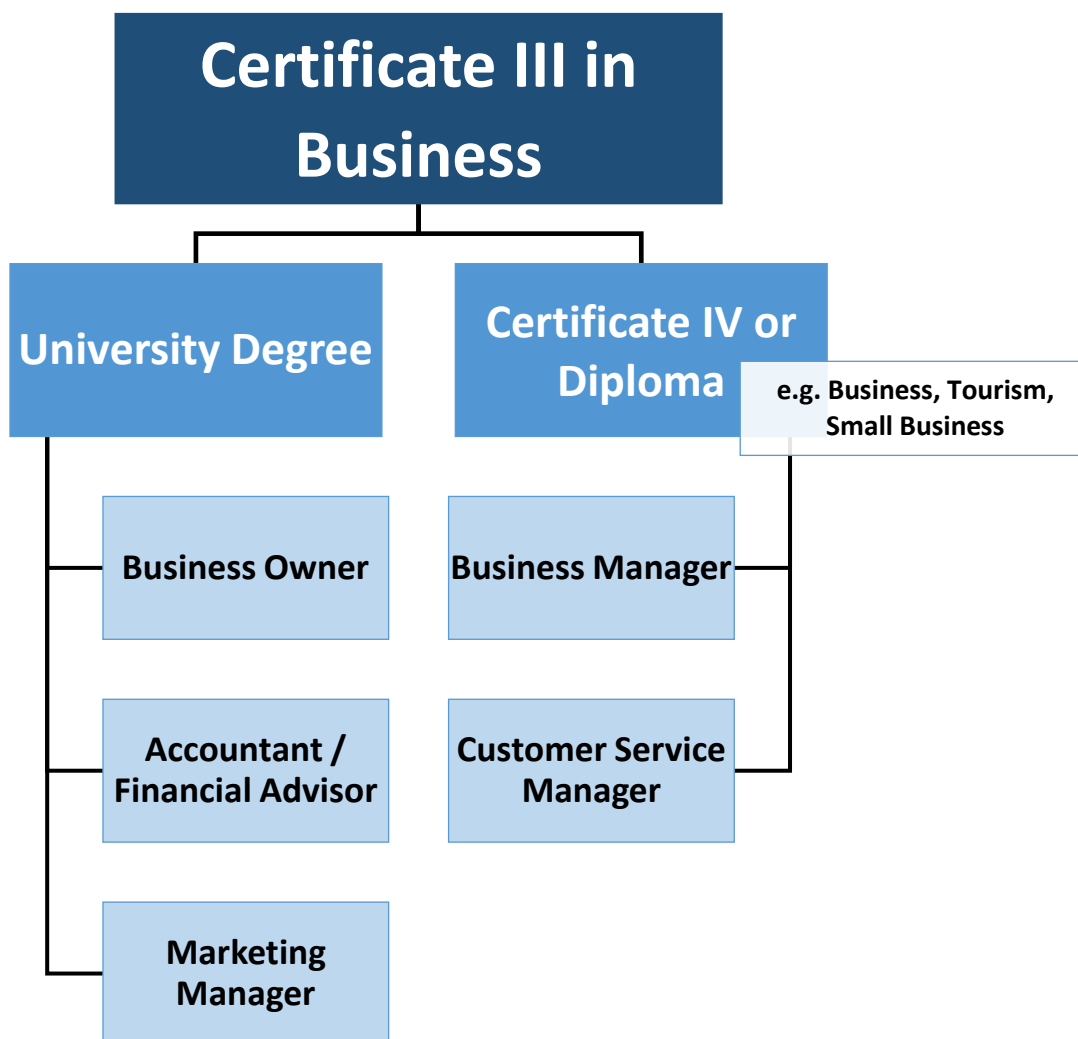
Competencies in this Program

TERMS 1-4	BSBPEF301	Organise personal work priorities
	BSBPEF201	Support personal wellbeing in the workplace
	FNSFLT311	Develop and apply knowledge of personal finances
	BSBWHS311	Assist with maintaining workplace safety
	BSBSUS211	Participate in sustainable work practices
	BSBTWK301	Use inclusive work practices
	BSBXCM301	Engage in workplace communication
	BSBTWK301	Use inclusive work practices

TERMS 5-7	BSBXTW301	Work in a team
	BSBCRT311	Apply critical thinking in a team environment
	BSBTEC301	Design and produce business documents
	BSBWRT311	Write simple documents
	BSBTEC303	Create electronic presentations
	BSBOPS304	Deliver and monitor a service to customers

Career Pathways

Graduates of the 'Business in Schools' program may explore a Certificate IV in Business pathway with another training provider (e.g. Sarina Russo Institute) upon completion of their Certificate III 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 IV or other inter-related industry pathway qualifications (e.g. Tourism).

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                    ┌─────────────────────────────┐
                    │   Certificate III in        │
                    │        Business             │
                    └─────────────────────────────┘
              ┌──────────────────┴──────────────────┐
    ┌───────────────────┐         ┌────────────────────────┐
    │ University Degree │         │   Certificate IV or    │  e.g. Business, Tourism,
    │                   │         │       Diploma          │  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 III 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 procedures, work performance and objectives. − Researches and interprets written information about personal finances from a range of sources. − Interpret WHS legislation, policies and procedures. − Interpret information from a range of sources on the requirements to design and produce business documents. − Proofread business documents to check grammar, spelling, structure, style and format.
Writing	− Prepare written reports and documents to prioritise work tasks. − Records and documents budget information accurately using correct language, terminology and concepts. − Documents WHS information using risk assessments and industry specific vocabulary. − Complete sustainability audit templates using relevant terminology. − Varies writing style according to audience and purpose. − Develop business documents using required formatting, accurate spelling and grammar as well as specific terminology. − Prepare recommendation reports using clear and effective sequencing, formatting and wording.
Verbal Communication	− Provide and receive feedback on work priorities using specific and relevant language. − Participate in wellbeing discussions in the workplace using clear language. − Present WHS information using appropriate language and non-verbal communication. − Adjust tone, speech and pace to suit verbal interactions in the workplace. − Use listening and questioning skills to seek additional information when writing business documents.
Numeracy	− Perform a range of mathematical calculations to interpret financial information and maintain a budget. − 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.