

2023 EDITION

# BUSINESS IN SCHOOLS

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS



## HOW DOES IT WORK

Students facilitate projects and services within their school community.

**Projects include:**

- › Personal effectiveness – self-awareness
- › Team project: Problem solving in the workplace

An excellent work readiness program where students develop a range of essential workplace skills.



## WHAT DO STUDENTS ACHIEVE?

- › BSB20120 Certificate II in Workplace Skills (max. 4 QCE Credits)
- › Preparation for vocational employment by gaining transferable workplace skills



## SKILLS ACQUIRED

- › Personal effectiveness
- › Communication in the workplace
- › Using digital technologies in business environments
- › Critical thinking and problem solving
- › Time management
- › Team work
- › Self-awareness
- › Workplace health and safety
- › Sustainability



## CAREER PATHWAYS

### BUSINESS IN SCHOOLS

Certificate II in Workplace Skills

#### CERTIFICATE IV / DIPLOMA

#### CERTIFICATE III IN BUSINESS (Year 11 and 12 Option)

BUSINESS  
MANAGER

ADMINISTRATION  
OFFICER

CUSTOMER  
SERVICE MANAGER

CUSTOMER  
SERVICE ASSISTANT

MARKETING  
MANAGER

FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



**Binnacle  
Training**

RTO CODE 31319



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# BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

## COURSE OVERVIEW & OUTLINE

**Registered Training Organisation:**  
**Binnacle Training (RTO 31319)**

Students participate in the delivery of a range of projects and activities within their school community.

Graduates will be competent in a range of essential business skills including; self awareness/personal effectiveness, effective communication techniques, critical thinking and problem solving, time management, team work, workplace health and safety and participating in sustainable work practices.

**This program also includes:**

- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Delivery Format:**

1-Year Format

**Timetable Requirements:**

1-Timetabled Line

**Units of Competency:**

10 (5 Core Units, 5 Elective Units)

**Suitable Year Level(s):**

Year 10 (or Year 11 or 12)

**Study Mode:**

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

**Cost (Fee-For-Service):**

\$225 per person

**QCE Outcome:**

Maximum 4 QCE Credits

<b>TERM 1</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services Industry</li> <li>› Time Management</li> <li>› Self-Awareness</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Personal Effectiveness</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBPEF202 Plan and apply time management</li> <li>› BSBPEF302 Develop self-awareness</li> </ul>	
<b>TERM 2</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> <li>› Communication Skills</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Operate Safely in the Work Environment (Incident Role Play)</li> <li>› WHS Audit of the Go! Travel Office Space</li> <li>› Communication in the Workplace</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBWHS211 Contribute to the health and safety of self and others</li> <li>› BSBUS211 Participate in sustainable work practices</li> <li>› BSBMM211 Apply communication skills</li> </ul>	
<b>TERM 3</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Software Applications</li> <li>› Using Digital Technologies</li> <li>› Working Effectively with Others</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Travel Package Presentation</li> <li>› Creating a Positive Work Environment - Travel Expert Team Games</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBTEC201 Use business software applications</li> <li>› BSBTEC202 Use digital technologies to communicate in a work environment</li> <li>› BSBOPS201 Work effectively in business environments</li> <li>› BSBTK201 Work effectively with others</li> </ul>	
<b>TERM 4</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Critical Thinking and Problem Solving</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Problem Solving at Go! Travel</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBRT201 Develop and apply thinking and problem solving skills</li> </ul>	