

2023 EDITION

BUSINESS IN SCHOOLS

BSB30120 CERTIFICATE III IN BUSINESS



HOW DOES IT WORK

Students facilitate projects and services within their school community.

Projects include:

- › Engage in a Go! Travel Customer Service Officer role
- › Design and plan for a new product or service

Students examine business opportunities, develop teamwork and relationships skills, and will participate in Binnacle Boss - an Entrepreneurship Program for secondary school students.



WHAT DO STUDENTS ACHIEVE?

- › BSB30120 Certificate III in Business (max. 8 QCE Credits)
- › Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)



SKILLS ACQUIRED

- › Leadership, innovation and creative thinking
- › Customer service and teamwork
- › Inclusivity and effective communication
- › WHS and sustainability
- › Financial literacy
- › Business documentation



CAREER PATHWAYS

BUSINESS IN SCHOOLS

Certificate III in Business

UNIVERSITY DEGREE

CERTIFICATE IV / DIPLOMA

(e.g. Business; Small Business Management)

BUSINESS OWNER

BUSINESS MANAGER

ACCOUNTANT / BUSINESS ADVISOR

CUSTOMER SERVICE MANAGER

ACCOUNTANT / BUSINESS ADVISOR

CUSTOMER SERVICE MANAGER

MARKETING MANAGER

FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



Binnacle Training

RTO CODE 31319



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BSB30120 CERTIFICATE III IN BUSINESS

COURSE OVERVIEW & OUTLINE

Registered Training Organisation: Binnacle Training (RTO 31319)

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community.

Graduates will be competent in a range of essential business skills including; personal management and effective communication techniques, customer service, leadership and innovation, critical thinking, business technology and documents, financial literacy, workplace health and safety, inclusive work practices and participating in sustainable work practices.

This program also includes the following:

- › Student opportunities to design and plan for a new product and service as part of the Binnacle Boss Entrepreneurship Program
- › Students examine business opportunities and participate in an Industry discovery

Delivery Format:

2-Year Format

Timetable Requirements:

1-Timetable Line

Please consult Binnacle Training to discuss Fast-Track options.

Units of Competency:

13 (6 Core Units, 7 Elective Units)

Suitable Year Level(s):

Year 11 and 12

Study Mode:

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

Cost (Fee-For-Service):

\$265 per person

QCE Outcome:

Maximum 8 QCE Credits

COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Business Services Industry › Personal Wellbeing in the Workplace › Organise Personal Work Priorities
	PROJECTS
	<ul style="list-style-type: none"> › Wellbeing in the Workplace
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
<ul style="list-style-type: none"> › BSBPEF201 Support personal wellbeing in the workplace › BSBPEF301 Organise personal work priorities 	
TERM 2	TOPICS
	<ul style="list-style-type: none"> › Develop and Apply Knowledge of Personal Finances
	PROJECTS
	<ul style="list-style-type: none"> › Knowledge of Personal Finances
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
<ul style="list-style-type: none"> › FNSFLT311 Develop and apply knowledge of personal finances 	
TERM 3	TOPICS
	<ul style="list-style-type: none"> › Workplace Health and Safety › Sustainable Work Practices
	PROJECTS
	<ul style="list-style-type: none"> › WHS Processes at the 'Go! Regional' Travel Expo
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
<ul style="list-style-type: none"> › BSBWHS311 Assist with maintaining workplace safety › BBSUS211 Participate in sustainable work practices 	
TERM 4	TOPICS
	<ul style="list-style-type: none"> › Inclusive Work Practices › Engage in Workplace Communication
	PROJECTS
	<ul style="list-style-type: none"> › Inclusivity and Communication in the Workplace
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
<ul style="list-style-type: none"> › BSBXCM301 Engage in workplace communication › BSBTWK301 Use inclusive work practices 	
TERM 5	TOPICS
	<ul style="list-style-type: none"> › Work in a Team › Critical Thinking Skills
	PROJECTS
	<ul style="list-style-type: none"> › Critical Thinking at Go! Travel
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
<ul style="list-style-type: none"> › BSBXTW301 Work in a team › BSBCRT311 Apply critical thinking skills in a team environment 	
TERM 6	TOPICS
	<ul style="list-style-type: none"> › Create Electronic Presentations › Creating Presentations Using PowerPoint › Write Simple Documents
	PROJECTS
	<ul style="list-style-type: none"> › Binnacle Boss (Part 1) – Business Proposal
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
<ul style="list-style-type: none"> › BSBTEC301 Design and produce business documents › BSBWRT311 Write simple documents 	
TERM 7	TOPICS
	<ul style="list-style-type: none"> › Review Creating Electronic Presentations › Customer Service
	PROJECTS
	<ul style="list-style-type: none"> › Binnacle Boss (Part 2) – Market Day
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
<ul style="list-style-type: none"> › BSBTEC303 Create electronic presentations › BSBOPS304 Deliver and monitor a service to customers 	

Please note this Course Schedule is a guide only

This document is to be read in conjunction with Binnacle Training's Program Disclosure Statement (PDS). The PDS sets out the services and training products Binnacle Training as RTO provides and those services carried out by the School as Third Party (i.e. the facilitation of training and assessment services). To access Binnacle's PDS, please visit: binnacletraining.com.au/rto