

# OUR PROGRAMS IN A SNAPSHOT

2023 EDITION



**SPORT & FITNESS**

**BUSINESS & TOURISM**

**FIRST AID**



**Binnacle**  
Training  
RTO CODE 31319



1300 303 715  
[admin@binnacletraining.com.au](mailto:admin@binnacletraining.com.au)  
[binnacletraining.com.au](http://binnacletraining.com.au)



2023 EDITION

# SPORT IN SCHOOLS

SIS20115 CERTIFICATE II IN SPORT AND RECREATION



## HOW DOES IT WORK

Students assist with facilitation of sport and recreation programs within their school community.

### Programs include:

- › Officiating games
- › Conducting coaching sessions
- › Community sport, fitness and recreation programs

Available with a 'General' or 'Sport Specialty' Coaching and Officiating outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!



## WHAT DO STUDENTS ACHIEVE?

- › SIS20115 Certificate II in Sport and Recreation (max. 4 QCE Credits)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- › Direct pathway into SIS30115 Certificate III in Sport and Recreation (or SIS30321 Certificate III in Fitness)



## SKILLS ACQUIRED

- › Officiating games or school competitions
- › Coaching beginner participants to develop fundamental skills
- › Effective communication skills
- › Providing quality service to participants
- › Using digital technologies in sports environments



## CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



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# SIS20115 CERTIFICATE II IN SPORT AND RECREATION

## COURSE OVERVIEW & OUTLINE

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

Students will participate in the delivery of a range of sport and recreation activities and programs within the school.

Graduates will be competent in a range of essential skills including; officiating games or competitions, coaching beginner participants to develop fundamental skills, effective communication skills, providing quality service to participants, and assisting with activity programs.

**This program also includes the following:**

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- › A range of career pathway options including club level official and/or coach, or pathway into SIS30115 Certificate III in Sport and Recreation (or SIS30321 Certificate III in Fitness)

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:

13 (8 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):

**\$265.00** per person (+ **\$55 First Aid**)

### QCE Outcome:

Maximum 4 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> <li>› Binnacle Lounge Induction</li> <li>› Sport, Fitness and Recreation (SFR) Industry Knowledge</li> <li>› SFR Laws and Legislation</li> <li>› Workplace Health and Safety</li> <li>› Maintaining SFR Equipment</li> <li>› Beginning Coaching Principles</li> </ul>
TERM 2	PROGRAMS
	<ul style="list-style-type: none"> <li>› Coaching Program (Teacher Facilitated)</li> <li>› Coaching Program (Student Delivery)</li> <li>› Additional Task: Respond to an Emergency Situation</li> <li>› Self-Directed Learning: Community Coaching Essential Skills (Online Course)</li> </ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Respond to Emergencies</li> <li>› Provide First Aid</li> <li>› Risk Analysis</li> <li>› Organise Work</li> <li>› Community SFR Programs</li> </ul>
TERM 4	PROGRAMS
	<ul style="list-style-type: none"> <li>› Community SFR Program</li> <li>› Short Course: Provide First Aid (HLTAID011)</li> </ul>
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
HLTAID011	Provide First Aid
TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Emergency Response</li> <li>› Working in SFR Environments</li> <li>› SFR Industry Knowledge</li> <li>› Work-Related Learning</li> <li>› Handling Complaints</li> </ul>
TERM 4	PROGRAMS
	<ul style="list-style-type: none"> <li>› One-on-one Cardio Program</li> <li>› Sport-Specific Conditioning Program</li> </ul>
TERM 4	TOPICS
	<ul style="list-style-type: none"> <li>› Knowledge of Coaching Practices</li> <li>› Personal Development</li> <li>› Internet Research</li> <li>› Conducting SFR Sessions</li> </ul>
TERM 4	PROGRAMS
	<ul style="list-style-type: none"> <li>› Assist with Delivering Coaching Sessions</li> <li>› Deliver Coaching Sessions</li> </ul>
UNITS OF COMPETENCY SCHEDULED FOR COMPLETION	
HLTWHS001	Participate in workplace health and safety
SISXEMR001	Respond to emergency situations
SISXIND001	Work effectively in sport, fitness and recreation environments
SISXCAI002	Assist with activity sessions
SISXIND002	Maintain sport, fitness and recreation industry knowledge
SISXCCS001	Provide quality service
BSBWOR202	Organise and complete daily work activities
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBTEC203	Research using the internet
ICTICT203	Operate application software packages
BSBSUS201	Participate in environmentally sustainable work practices

2023 EDITION

# FITNESS IN SCHOOLS

SIS30321 CERTIFICATE III IN FITNESS +  
SIS20115 CERTIFICATE II IN SPORT AND RECREATION



## HOW DOES IT WORK

Students gain the entry-level skills required of a Fitness Professional (a Group Exercise Instructor or Gym Fitness Instructor).

Students facilitate fitness programs within their school community.

### Programs include:

- › Community fitness programs
- › Strength and conditioning for athletes and teams
- › 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

### Includes entry qualification:

SIS20115 Certificate II in Sport and Recreation (only in Dual Qualification)

**Pathway into SIS40221 Certificate IV in Fitness - with another Registered Training Organisation.**



## WHAT DO STUDENTS ACHIEVE?

- › SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- › Entry qualification: SIS20115 Certificate II in Sport and Recreation (only in Dual Qualification)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid

### Direct pathway into:

- › Certificate IV in Fitness with FIT College (RTO: 31903) – Binnacle graduates receive a \$500 discount!
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

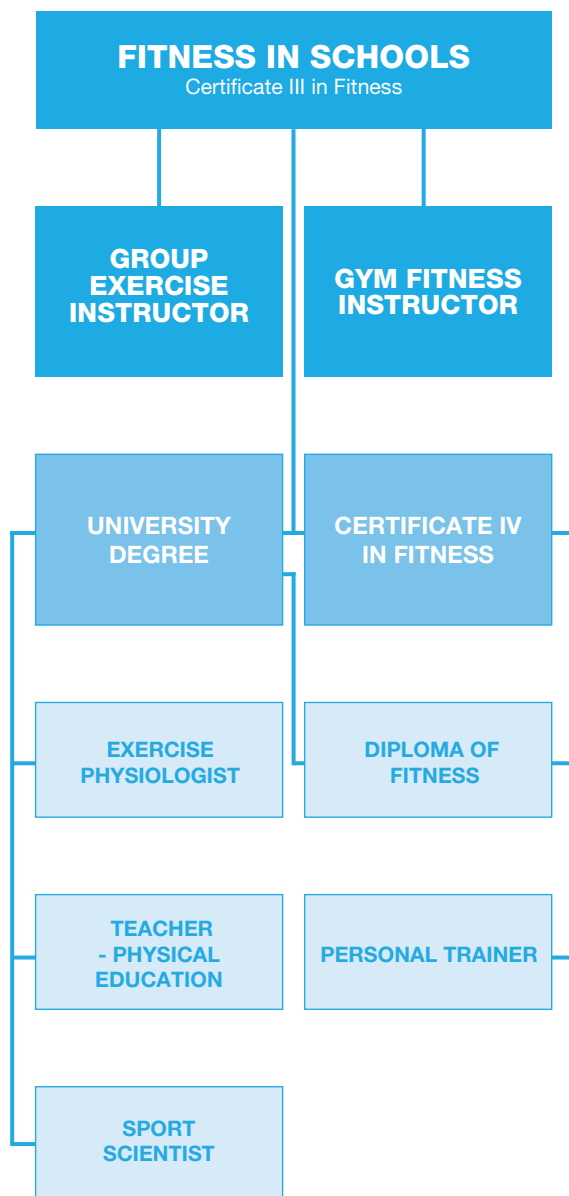


## SKILLS ACQUIRED

- › Client screening and health assessment
- › Planning and instructing fitness programs
- › Deliver 1-on-1 and group fitness programs
- › Exercise science and nutrition
- › Anatomy and physiology



## CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



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# SIS30321 CERTIFICATE III IN FITNESS + SIS20115 CERTIFICATE II IN SPORT AND RECREATION

(or as Standalone Qualification:  
SIS30321 Certificate III in Fitness)

## COURSE OVERVIEW & OUTLINE

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

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor). Students facilitate programs within their school community including:

- Community fitness programs
- Strength and conditioning for athletes and teams
- 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

### This program also includes the following:

- The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness at another provider

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:**  
2-Year Format

**Timetable Requirements:**  
1-Timetabled Line

**Units of Competency:**  
Standalone Qualification - 15 Units  
Dual Qualification - Additional 8 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):**  
**\$365.00** per person  
(Cert II entry qualification  
= \$265.00 + Cert III Gap Fee = \$100.00)  
**+ \$55 First Aid**

**QCE Outcome:**  
Maximum 8 QCE Credits

TERM 1	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Binnacle Lounge Induction</li><li>› The Sport, Fitness and Recreation (SFR) Industry</li><li>› Apply Knowledge of Coaching Practices</li><li>› Workplace Health and Safety</li><li>› SFR Laws and Legislation</li></ul>	TERM 2	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Respond to Emergencies</li><li>› Provide First Aid and CPR</li><li>› Risk Analysis</li><li>› Organise Work</li><li>› Community Fitness Programs</li></ul>
	<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Bootcamp Program (Teacher Facilitated)</li><li>› Coaching Program (Student Delivery)</li><li>› Respond to an Emergency Situation: Fire Evacuation Drill</li><li>› Online Course: Community Coaching</li></ul>		<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Community Fitness Program: Plan and Conduct Community Fitness Sessions for Junior Secondary School Participants</li><li>› Short Course: Provide First Aid (HLTAID011)</li></ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>		
HLTAID011	Provide First Aid		
TERM 3	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Body Systems</li><li>› The Cardiorespiratory System</li><li>› Descriptive Terminology</li><li>› The Musculoskeletal System</li><li>› Provide Quality Customer Service</li><li>› Plan and Deliver Exercise Programs</li></ul>	TERM 4	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Introduction to Nutrition (Binnacle Online Delivery)</li><li>› Digital Technologies in the Workplace (Binnacle Online Delivery)</li><li>› Environmentally Sustainable Work Practices in the SFR Industry</li></ul>
	<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› One-on-One Cardio Program</li><li>› Group Conditioning Sessions for Adolescent Participants</li></ul>		<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Group Nutrition Presentation</li><li>› Strength and Conditioning Program for Peers</li></ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>		
HLTWHS001	Participate in workplace health and safety	BSBSUS211	Participate in sustainable work practices
SISXEMR001	Respond to emergency situations	BSBWOR202	Organise and complete daily work activities
SISXIND001	Work effectively in sport, fitness and recreation environments	BSBTEC201	Use business software applications
SISXCAI002	Assist with activity session	BSBTEC202	Use digital technologies to communicate in a work environment
SISXIND002	Maintain sport, fitness and recreation industry knowledge	BSBTEC203	Research using the internet
SISXCTS001	Provide quality service	ICTICT203	Operate application software packages
TERM 5	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Conducting Health Assessments</li><li>› Plan and Deliver Exercise Programs</li><li>› Anatomy &amp; Physiology</li></ul>	TERM 6	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Older Clients</li><li>› Specific Population Clients</li><li>› Anatomy and Physiology</li></ul>
	<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Fitness Orientation Program: Client Orientation</li><li>› One-on-One Gym Program: Adolescent Client</li></ul>		<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Gentle Exercise Program</li><li>› Mobility Program</li><li>› Specific Populations: Plan and Deliver Programs for Scenario Clients</li><li>› Community Fitness Program: Primary School Participants</li></ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>		
TERM 7	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Older Clients</li><li>› Specific Populations</li><li>› Anatomy and Physiology</li></ul>	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
	<b>PROGRAMS</b> <p>Group Exercise and Gym-based One-on-One Sessions:</p> <ul style="list-style-type: none"><li>› Female and Male Adults aged 18+; and</li><li>› Older adults aged 55+</li></ul>	BSBOPS304	Deliver and monitor a service to customers
		BSBPEF301	Organise personal work priorities
		SISFFIT035	Plan group exercise sessions
		SISFFIT036	Instruct group exercise sessions
		SISFFIT032	Complete pre-exercise screening and service orientation
		SISFFIT033	Complete client fitness assessments
		SISFFIT052	Provide healthy eating information
		SISFFIT040	Develop and instruct gym-based exercise programs for individual clients

2023 EDITION

# FITNESS IN SCHOOLS

SIS30321 CERTIFICATE III IN FITNESS



## HOW DOES IT WORK

Students gain the entry-level skills required of a Fitness Professional (a Group Exercise Instructor or Gym Fitness Instructor).

Students facilitate fitness programs within their school community.

### Programs include:

- › Community fitness programs
- › Strength and conditioning for athletes and teams
- › 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

**Pathway into SIS40221 Certificate IV in Fitness - with another Registered Training Organisation.**



## WHAT DO STUDENTS ACHIEVE?

- › SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid

### Direct pathway into:

- › Certificate IV in Fitness with FIT College (RTO: 31903)—Binnacle graduates receive a \$500 discount!
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

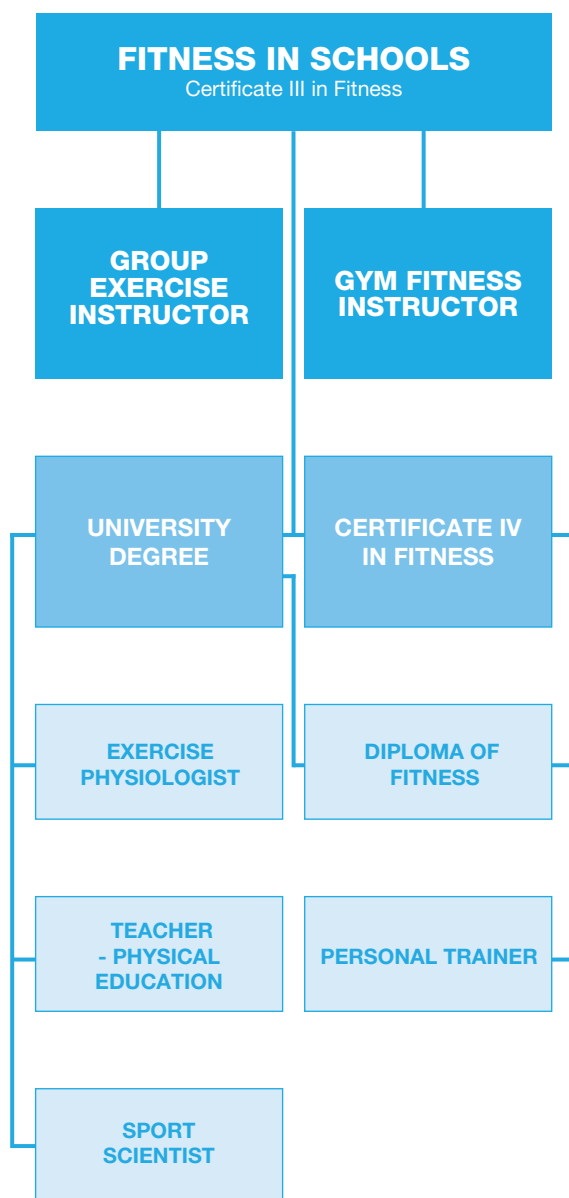


## SKILLS ACQUIRED

- › Client screening and health assessment
- › Planning and instructing fitness programs
- › Deliver 1-on-1 and group fitness programs
- › Exercise science and nutrition
- › Anatomy and physiology



## CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



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# SIS30321 CERTIFICATE III IN FITNESS

## COURSE OVERVIEW & OUTLINE

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

This qualification provides a pathway to work as a fitness instructor in settings such as fitness facilities, gyms, and leisure and community centres. Students gain the entry-level skills required of a Fitness Professional (Group Exercise Instructor or Gym Fitness Instructor). Students facilitate programs within their school community including:

- Community fitness programs
- Strength and conditioning for athletes and teams
- 1-on-1 and group fitness sessions with male adults, female adults and older adult clients

### This program also includes the following:

- The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness at another provider

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:

2-Year Format

### Timetable Requirements:

1-Timetabled Line

### Units of Competency:

15 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):

\$365.00 per person

+ \$55 First Aid

### QCE Outcome:

Maximum 8 QCE Credits

TERM 1	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Binnacle Lounge Induction</li><li>› Sport, Fitness and Recreation (SFR) Industry Knowledge</li><li>› Beginning Coaching Principles</li><li>› Workplace Health and Safety</li><li>› SFR Laws and Legislation</li><li>› Maintain SFR Equipment</li></ul>	TERM 2	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Respond to Emergencies</li><li>› Provide First Aid and CPR</li><li>› Risk Analysis</li><li>› Organise Work</li><li>› Community Fitness Programs</li></ul>
	<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Bootcamp Program: Assist with Delivering Sessions</li><li>› Coaching Program: Plan and Deliver Coaching Sessions</li><li>› Respond to an Emergency Situation: Fire Evacuation Drill</li><li>› Online Course: Community Coaching Essential Skills (Online Course)</li></ul>		<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Community Fitness Program: Plan and Conduct Community Fitness Sessions</li><li>› Short Course: Provide First Aid (HLTAID011)</li></ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>		
HLTAID011	Provide First Aid		
TERM 3	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Body Systems</li><li>› The Cardiorespiratory System</li><li>› Descriptive Terminology</li><li>› The Musculoskeletal System</li><li>› Provide Quality Customer Service</li><li>› Plan and Deliver Exercise Programs</li></ul>	TERM 4	<b>TOPICS</b> <ul style="list-style-type: none"><li>› The Digestive System and the Energy Systems</li><li>› Provide Healthy Eating Information</li><li>› Client Screening and Health Assessment</li><li>› Sustainable Work Practices in the SFR Industry</li></ul>
	<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› One-on-One Cardio Program</li><li>› Group Conditioning Sessions for Adolescent Clients</li></ul>		<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Client Screening: Initial Client Consultation</li><li>› Group Nutrition Presentation</li></ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>		
HLTWHS001	Participate in workplace health and safety		
SISXEMR001	Respond to emergency situations		
SISXIND001	Work effectively in sport, fitness and recreation environments		
SISXIND002	Maintain sport, fitness and recreation industry knowledge		
BSBSUS211	Participate in sustainable work practices		
TERM 5	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Conducting Health Assessments</li><li>› Plan and Deliver Exercise Programs</li><li>› Anatomy and Physiology</li></ul>	TERM 6	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Older Clients</li><li>› Specific Population Clients</li><li>› Anatomy and Physiology</li></ul>
	<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Fitness Orientation Program: Client Orientation</li><li>› One-on-One Gym Program: Adolescent Client</li></ul>		<b>PROGRAMS</b> <ul style="list-style-type: none"><li>› Gentle Exercise Program: Participate in Gentle Exercise Sessions</li><li>› Mobility Program: Plan and Instruct Mobility Sessions</li><li>› Specific Populations: Plan and Deliver Programs for Scenario Clients</li><li>› Community Fitness Program: Primary School Participants</li></ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>		
TERM 7	<b>TOPICS</b> <ul style="list-style-type: none"><li>› Older Clients</li><li>› Specific Populations</li><li>› Anatomy and Physiology</li></ul>		
	<b>PROGRAMS</b> <ul style="list-style-type: none"><li>Group Exercise and Gym-based One-on-One Sessions:<ul style="list-style-type: none"><li>› Female and Male Adults aged 18+; and</li><li>› Older adults aged 55+</li></ul></li></ul>		
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>		
SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise		
BSBOPS304	Deliver and monitor a service to customers		
BSBPEF301	Organise personal work priorities		
SISFFIT035	Plan group exercise sessions		
SISFFIT036	Instruct group exercise sessions		
SISFFIT032	Complete pre-exercise screening and service orientation		
SISFFIT033	Complete client fitness assessments		
SISFFIT052	Provide healthy eating information		
SISFFIT040	Develop and instruct gym-based exercise programs for individual clients		



2023 EDITION

# SPORT IN SCHOOLS

**SIS30115 CERTIFICATE III IN SPORT AND RECREATION +  
SIS20115 CERTIFICATE II IN SPORT AND RECREATION**



## HOW DOES IT WORK

Students facilitate sport and recreation programs within their school community.

### Programs include:

- › Officiating games
- › Conducting coaching activities
- › Community sport, fitness and recreation program

### Includes entry qualification:

SIS20115 Certificate II in Sport and Recreation (only in Dual Qualification)

Available with a 'General' or 'Sport Specialty' coaching and officiating outcome - AFL, NRL, Netball, Rugby Union or Choose Your Own Sport!



## WHAT DO STUDENTS ACHIEVE?

- › SIS30115 Certificate III in Sport and Recreation (maximum 7 QCE Credits). Completing the 'Term 7 Add-On' as well can result in a maximum 8 QCE Credits
- › Entry qualification: SIS20115 Certificate II in Sport and Recreation (only in Dual Qualification)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- › Successful completion of the Certificate III in Sport and Recreation may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

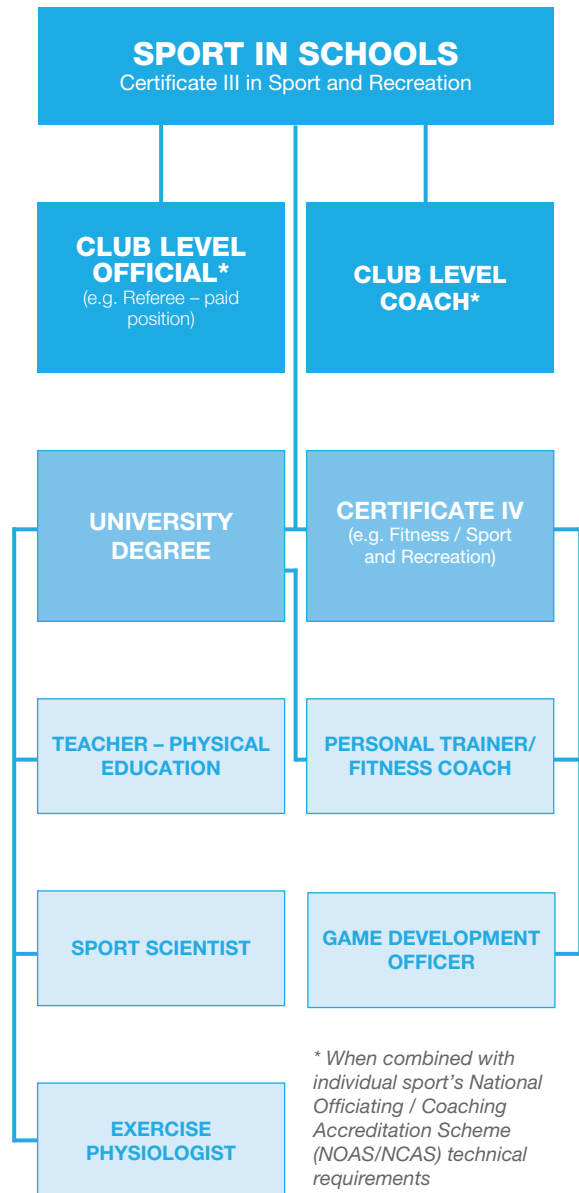


## SKILLS ACQUIRED

- › Officiating games or competitions
- › Coaching beginner participants to develop fundamental skills
- › Effective communication skills
- › Using digital technologies in sport environments



## CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



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(or as Standalone Qualification:  
SIS30115 Certificate III in Sport and  
Recreation)

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

- › Officiating games
- › Conducting coaching sessions
- › Community sport, fitness and recreation programs
- › Using digital technologies in sports environments

Available with a 'General' or 'Sport Specialty'  
Coaching and Officiating outcome - AFL, NRL,  
Netball, Rugby Union or Choose Your Own  
Sport!

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by Sport Australia
- › Community Officiating General Principles Course (non-accredited), issued by Sport Australia
- › A range of career pathway options including Club Level Official and/or Coach

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.

### 2-Year Format

### 1-Timetabled Line

Standalone Qualification -15 Units  
Dual Qualification - Additional 6 Units

## Year 11 and 12

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

**\$335.00** per person  
(Cert II entry qualification  
= \$265.00 + Cert III Gap Fee = \$70.00)  
+ **\$55 First Aid**

Maximum 7 QCE Credits.

- › Completing the Term 7 Add-on as well can result in a maximum 8 QCE Credits

<b>TERM 7</b> ADD-ON: 4 x Units of Competency	<b>TOPICS</b>	<b>TERM 7 ADD-ON</b> <b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
	<ul style="list-style-type: none"> <li>› Sport-Specific Coaching Sessions</li> <li>› Personal Development</li> <li>› Workplace Performance</li> </ul>	SISSSCO001	Conduct sport coaching sessions with foundation level participants
	<b>PROGRAMS</b>	BSBPEF302	Develop self-awareness
	<ul style="list-style-type: none"> <li>› Sport-Specific Coaching Program</li> </ul>	BSBTWK201	Work effectively with others
		HLTAID009	Provide cardiopulmonary resuscitation <i>(Completed as part of Provide First Aid - HLTAID011)</i>

## COURSE SCHEDULE

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



1300 303 715

[admin@binnacletraining.com.au](mailto:admin@binnacletraining.com.au)

[binnacletraining.com.au](http://binnacletraining.com.au)



# 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

TERM 1	<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>
TERM 2	<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>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> <li>› Communication Skills</li> </ul>
TERM 3	<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>› BSBCEM211 Apply communication skills</li> </ul>
TERM 4	<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>
TERM 4	<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>› BSBTWK201 Work effectively with others</li> </ul>
	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Critical Thinking and Problem Solving</li> </ul>
TERM 4	<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>› BSBCEM201 Develop and apply thinking and problem solving skills</li> </ul>

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# 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



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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

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:**  
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

TERM 1	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services Industry</li> <li>› Personal Wellbeing in the Workplace</li> <li>› Organise Personal Work Priorities</li> </ul>
	<b>PROJECTS</b>
	› Wellbeing in the Workplace
TERM 2	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBPEF201 Support personal wellbeing in the workplace</li> <li>› BSBPEF301 Organise personal work priorities</li> </ul>
	<b>TOPICS</b>
	› Develop and Apply Knowledge of Personal Finances
TERM 3	<b>PROJECTS</b>
	› Knowledge of Personal Finances
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	› FNSFLT311 Develop and apply knowledge of personal finances
TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	<b>PROJECTS</b>
	› WHS Processes at the 'Go! Regional' Travel Expo
TERM 5	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBWHS311 Assist with maintaining workplace safety</li> <li>› BSBSUS211 Participate in sustainable work practices</li> </ul>
	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Engage in Workplace Communication</li> </ul>
TERM 6	<b>PROJECTS</b>
	› Inclusivity and Communication in the Workplace
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBXCM301 Engage in workplace communication</li> <li>› BSBTWK301 Use inclusive work practices</li> </ul>
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Work in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	<b>PROJECTS</b>
	› Critical Thinking at Go! Travel
TERM 8	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBXTW301 Work in a team</li> <li>› BSBCRT311 Apply critical thinking skills in a team environment</li> </ul>
	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Create Electronic Presentations</li> <li>› Creating Presentations Using PowerPoint</li> <li>› Write Simple Documents</li> </ul>
TERM 9	<b>PROJECTS</b>
	› Binnacle Boss (Part 1) – Business Proposal
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBTEC301 Design and produce business documents</li> <li>› BSBWRT311 Write simple documents</li> </ul>
TERM 10	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Review Creating Electronic Presentations</li> <li>› Customer Service</li> </ul>
	<b>PROJECTS</b>
	› Binnacle Boss (Part 2) – Market Day
TERM 11	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBTEC303 Create electronic presentations</li> <li>› BSBOPS304 Deliver and monitor a service to customers</li> </ul>

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# BUSINESS IN SCHOOLS

**BSB30120 CERTIFICATE III IN BUSINESS +  
SIT20116 CERTIFICATE II IN TOURISM**



## HOW DOES IT WORK

Students facilitate projects and services within their school community.

### Projects include:

- › Ecotourism in Australia
- › Customer service at the Go! Travel Retail Store

Students participate in a Tourism industry discovery and are also exposed to Binnacle Boss - an Entrepreneurship Program for secondary school students.



## WHAT DO STUDENTS ACHIEVE?

- › BSB30120 Certificate III in Business + SIT20116 Certificate II in Tourism (Maximum 8-10 QCE Credits)
- › Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)



## SKILLS ACQUIRED

- › Customer service
- › Source and present information
- › Personal and teamwork effectiveness
- › Critical and creative thinking
- › Inclusivity and effective communication
- › WHS and sustainability
- › Business technology and documentation
- › Source and present information



## CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



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# BSB30120 CERTIFICATE III IN BUSINESS + SIT20116 CERTIFICATE II IN TOURISM

## 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; customer service, personal and team effectiveness, critical thinking, business technology and documents, sourcing and presenting information, workplace health and safety, social and cultural sensitivity and participating in sustainable work practices.

**This program also includes the following:**

- › Designing and planning for a new product or service as part of the Binnacle Boss Entrepreneurship Program
- › Participation in a Tourism-related industry discovery

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:**

2-Year Format

### **Timetable Requirements:**

1-Timetable Line

### **Units of Competency:**

Dual Qualification - 19 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 8-10 QCE Credits

TERM 1	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services / Tourism and Travel Industries</li> <li>› Personal Wellbeing in the Workplace</li> <li>› Organise Personal Work Priorities</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Wellbeing in the Workplace</li> </ul>
TERM 2	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBPEF201 Support personal wellbeing in the workplace</li> <li>› BSBPEF301 Organise personal work priorities</li> </ul>
	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Source, Use and Present Information</li> </ul>
TERM 3	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Ecotourism in Australia</li> <li>› Tourism Industry Discovery</li> </ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› SITIND001 Source and use information on the travel and tourism industry</li> <li>› SITXCOM001 Source and present information</li> </ul>
TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Maintaining Safety in the Workplace</li> <li>› Participate in Safe Work Practices</li> <li>› Sustainability in the Workplace</li> </ul>
TERM 5	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBWHS311 Assist with maintaining workplace safety</li> <li>› SITXWHS001 Participate in safe work practices</li> <li>› BSBSUS211 Participate in sustainable work practices</li> <li>› BSBSUS201 Participate in environmentally sustainable work practices</li> </ul>
	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Social and Cultural Sensitivity</li> <li>› Working Effectively with Others</li> <li>› Customer Service</li> </ul>
TERM 6	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Show Social and Cultural Sensitivity in the Tourism Industry</li> <li>› Working Effectively with Others</li> <li>› Interact with customers at the Go! Travel Agency</li> </ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› SITXCOM002 Show social and cultural sensitivity</li> <li>› BSBWOR203 Work effectively with others</li> <li>› SITXCCS003 Interact with customers</li> </ul>
<b>QUALIFICATION SCHEDULED FOR FINALISATION</b>	
<b>SIT20116 CERTIFICATE II IN TOURISM</b>	
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Workplace Communication</li> <li>› Working in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace (Go! Travel Expo)</li> <li>› Critical Thinking at Go! Travel</li> </ul>
TERM 8	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBXTW301 Work in a team</li> <li>› BSBCRT311 Apply critical thinking skills in a team environment</li> <li>› BSBTWK301 Use inclusive work practices</li> <li>› BSBXCM301 Engage in workplace communication</li> </ul>
	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Business Documents</li> </ul>
TERM 9	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 1) – Business Proposal</li> </ul>
	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBTEC301 Design and produce business documents</li> <li>› BSBWRT311 Write simple documents</li> </ul>
TERM 10	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Deliver a Service</li> <li>› Electronic presentations</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 2) - Market Day</li> </ul>
TERM 11	<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>
	<ul style="list-style-type: none"> <li>› BSBOPS304 Deliver and monitor a service to customers</li> <li>› BSBTEC303 Create electronic presentations</li> </ul>



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