2024 EDITION

BSB30120 CERTIFICATE III IN BUSINESS

Binnacle Training (RTO Code 31319)

HOW DOES IT WORK

This qualification reflects the role of individuals in a variety of Business Services job roles.

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.
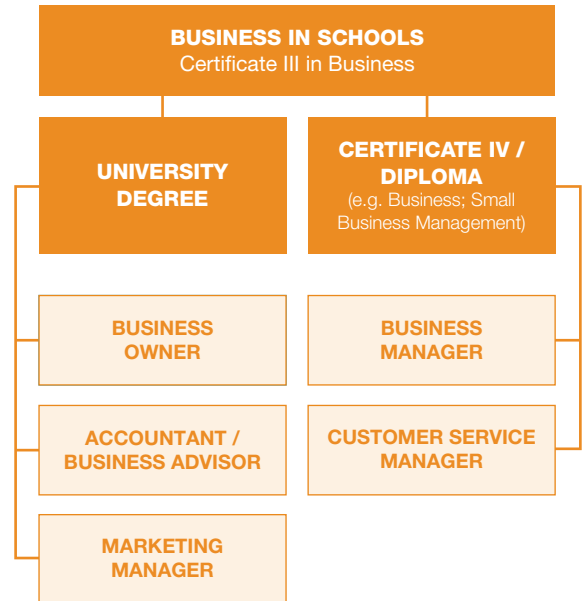
This program also includes the following:

› Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss

› Students examine business opportunities and participate in an Industry discovery

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

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

MARKETING MANAGER

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)

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED

Binnacle Training
RTO CODE 31319

1300 303 715
admin@binnacletraining.com.au
binnacletraining.com.au

BSB30120 CERTIFICATE III IN BUSINESS

Registered Training Organisation:
Binnacle Training (RTO 31319)

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):
$265.00 per person

QCE Outcome:
Maximum 8 QCE Credits

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.

TERM 1	TOPICS
	› Introduction to the Business Services Industry
	› Personal Wellbeing in the Workplace
	› Organise Personal Work Priorities
	PROJECTS
	› Wellbeing in the Workplace

TERM 2	TOPICS
	› Develop and Apply Knowledge of Personal Finances
	PROJECTS
	› Knowledge of Personal Finances

TERM 3	TOPICS
	› Workplace Health and Safety
	› Sustainable Work Practices
	PROJECTS
	› WHS Processes at the 'Go! Regional' Travel Expo

TERM 4	TOPICS
	› Inclusive Work Practices
	› Engage in Workplace Communication
	PROJECTS
	› Inclusivity and Communication in the Workplace

TERM 5	TOPICS
	› Work in a Team
	› Critical Thinking Skills
	PROJECTS
	› Critical Thinking at Go! Travel

TERM 6	TOPICS
	› Create Electronic Presentations
	› Creating Presentations Using PowerPoint
	› Write Simple Documents
	PROJECTS
	› Binnacle Boss (Part 1) – Business Proposal

TERM 7	TOPICS
	› Critical Thinking and Problem Solving
	PROJECTS
	› Binnacle Boss (Part 2) - Market Day / Entrepreneurship Expo

UNITS OF COMPETENCY	
BSBPEF201	Support personal wellbeing in the workplace
BSBPEF301	Organise personal work priorities
FNSFLT311	Develop and apply knowledge of personal finances
BSBWHS311	Assist with maintaining workplace safety
BSBSUS211	Participate in sustainable work practices
BSBXCM301	Engage in workplace communication
BSBTWK301	Use inclusive work practices
BSBXTW301	Work in a team
BSBCRT311	Apply critical thinking skills 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