

BUSINESS & TOURISM COURSES

VET AND INDUSTRY QUALIFICATION REQUIREMENTS

Each Program Deliverer must have the following evidence requirements in place prior to the commencement of delivery:



	BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM (DUAL QUALIFICATION)	BSB30120 CERTIFICATE III IN BUSINESS (STANDALONE)	SIT20122 CERTIFICATE II IN TOURISM (STANDALONE)	BSB20120 CERTIFICATE II IN WORKPLACE SKILLS	SHORT COURSES
Certificate IV in Training and Assessment	<p>Hold the Certificate IV in Training and Assessment (TAE40122, TAE40116 or TAE40110*) qualification:</p> <p>* If using the TAE40110 qualification, two core units must also be held:</p> <ol style="list-style-type: none"> 1. TAEASS502 Design and develop assessment tools (or equivalent); and 2. TAELLN411 Address adult language, literacy and numeracy (LLN) skills (or equivalent). <p>Or Hold a diploma or higher qualification in 'adult' education.</p>				
Industry Qualification	<p>- Hold a Business* relevant VET qualification (Certificate III or higher) and/or Degree; and</p> <p>- Hold a 'Tourism, Hospitality or Events' relevant VET qualification (Certificate II or higher) and/or Degree.</p> <p><i>* The 'Tourism, Hospitality or Events' relevant qualification - if Certificate III or higher - may also be considered as satisfying a Business relevant qualification.</i></p>	<p>Program Deliverer must hold a Business relevant VET qualification (Certificate III or higher) and/or Degree in a Business industry area.</p>	<p>Program Deliverer must hold a 'Tourism, Hospitality or Events' relevant VET qualification (Certificate II or higher) and/or Degree.</p>	<p>Must hold a Business-related VET qualification (Certificate II or higher) and/or Degree in a Business-related industry area.</p>	
Vocational Competence	<p>Demonstrate vocational competence in each unit of competency.</p> <p>Binnacle's free, non-accredited Vocational Competence Update (VCU) is used to demonstrate current vocational competence specific to each unit of competency within the qualification(s) being delivered. Deliverers will need to either hold the unit of competency, OR demonstrate equivalence (demonstrate vocational competence) using verifiable evidence for each unit.</p>				
	<p>Tourism Deliverers Only - must have undertaken a Tourism-related industry placement (minimum one full day) prior to commencing their VCU specific to the Tourism-specific units.</p>				

BUSINESS AND TOURISM

SCHOOL PHYSICAL RESOURCE REQUIREMENTS

SCHOOL PHYSICAL RESOURCE REQUIREMENTS	2024 BUSINESS AND TOURISM PROGRAMS				
	SHORT COURSES	CERTIFICATE PROGRAMS			
	Inclusivity and Communication in the Workplace + Technology in the Workplace + Financial Literacy	BSB20120 Certificate II Workplace Skills	SIT20122 Certificate II in Tourism	BSB30120 Certificate III Business	Dual Qual: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism
Business-related facilities and resources – located at the school.					
A simulated ergonomic office environment and workplace equipment including a desk, chair, printer and paper.	✓	✓	✓	✓	✓
Personal computers with office software (Microsoft Office – documents, spreadsheets, presentations), internet access and browser, PDF reader and email application.	✓	✓	✓	✓	✓
Access to school WHS and risk management procedures.	N/A	✓	✓	✓	✓
Key health and safety equipment and/or aids.	N/A	✓	✓	✓	✓
Access to 'real customer groups' within the school community (to advertise to and deliver products and services to within the school environment).	N/A	✓	✓	✓	✓
Access to facilities suitable for hosting events e.g. function room or school hall. › A public activity or event on which students can work. › Interaction with staff involved in staging a public activity or event.	N/A	✓	✓	✓	✓
Presentation equipment to present information to a group.	N/A	✓	✓	✓	✓
A simulated Tourism-related industry environment – located at the school.					
A simulated ergonomic office environment (Tourism-related) and workplace equipment including front desk.	✓ <i>*Inclusivity and Communication in the Workplace only</i>	N/A	✓	N/A	✓
Access to customers and staff* from a diverse range of social and cultural groups, with whom the student will interact. *Individuals who participate in simulated activities, set up for the purpose of assessment.	✓ <i>*Inclusivity and Communication in the Workplace only</i>	N/A	✓	N/A	✓
Facilitating a Student Industry Discovery Day – at a Tourism-related workplace.					
Students participate in a minimum of one industry discovery day (Tourism-related), preferable in Semester 1	N/A	N/A	✓	N/A	✓

VOCATIONAL COMPETENCE UPDATE

Binnacle's method for retaining evidence of Vocational Competence for 'Trainers and Assessors' (i.e. Teachers)

THE STANDARDS FOR RTOS SPECIFY THAT THE RTO'S TRAINING AND ASSESSMENT IS DELIVERED ONLY BY PERSONS WHO HAVE:

1. Vocational competencies at least to the level being delivered and assessed.
2. Current industry skills directly relevant to the training and assessment being provided.
3. Current knowledge and skills in vocational training and learning that informs their training and assessment.

A GUIDE TO COMPLIANCE:

Evidence relating to Trainers' and Assessors' industry skills can take many forms. If a 'Trainer and Assessor' (i.e. Teacher) holds the qualification they are delivering and has recent extensive industry experience, this may be sufficient to demonstrate they hold both current industry skills and vocational competencies. In the circumstance that the trainer and assessor does not hold the qualification, the RTO needs to analyse the skills and knowledge they deliver and compare this to their industry skills and knowledge. They must consider all Units of Competency (including electives) in this analysis to ensure that trainers and assessors are meeting the requirements specified in the training package.

DURATION

This VCU program is estimated to take approximately two hours and must be completed and verified by your Third-Party Verifier by the 1st of April (within the first year of the program if required).

VOCATIONAL COMPETENCE UPDATE (VCU)

All intended Trainer and Assessors (i.e. Teachers) are required to complete a (free) non-accredited Vocational Competence Update (VCU). These custom VCU's allow our 'Trainer and Assessors' to demonstrate current knowledge and skills specific to each unit of competency within the qualifications being delivered. Deliverers will need to either hold the unit of competency OR demonstrate equivalence (in skills and knowledge) using verifiable evidence (third-party verification from a nominated supervisor). Upon successful completion, you will gain a (non-accredited) Certificate of Completion which recognises your vocational competence as a Binnacle Program Deliverer.

EVIDENCE REQUIRED

You will be required to upload evidence in your Profile and complete the: Evidence, Unit List and Third Party tabs prior to the assessor unlocking the units tabs.

THIRD-PARTY VERIFICATION REQUIRED

You will be required to nominate a Third-Party person to verify your knowledge and skills related to each unit of competency within this qualification (if you do not hold the unit of competency). The Third-Party person must have an understanding of the industry expectations in relation to the knowledge and skills being performed. We encourage you to discuss the requirements with your nominated Third-Party prior to proceeding. Your VCU can not be successfully completed until an electronic email verification is received from the Third-Party nominee and approved by Binnacle Training.

The screenshot displays the 'Assessments' section of the Binnacle Training system. On the left, a navigation menu includes 'Lounge Home', 'My Profile Not Current', 'Enrolments', 'My Learning', 'My VCU' (highlighted with a red circle), 'My Review', 'My Certificates', 'View Submissions', 'Course Content', 'Class Certificates', and 'Teacher Surveys'. The main content area shows two completed VCU entries:

Course	Class	VCU	Completion Status
2023 VCU: SIS30321 Certificate III in Fitness	Completed 2023 VCU: SIS30321 Certificate III in Fitness	Cert III Fitness VCU	100%
2023 VCU: SFR Essentials	Completed 2023 VCU: SFR Essentials	VCU	100%