

# 2025 COURSE SNAPSHOTS

SPORT, FITNESS & RECREATION

BUSINESS & TOURISM

FIRST AID & CPR



**Binnacle**  
Training  
RTO CODE 31319



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# OUR STORY

Since our inception, Binnacle Training has been 100% devoted to providing Secondary Schools and Colleges with the support and teaching resources required to 'Make Life Easier for Teachers'.

We have always been driven by one ethos, to make our programs easy to deliver, **ALLOWING TEACHERS TO TEACH.**

Our experience in the education field is what gives us the edge. We understand the daily challenges that teachers face and are single-minded about ensuring you have the space, resources, support and skills (through first-class professional development) to thrive.

We are proud to be partnering with over 250 Secondary Schools, working with 800+ teachers, and offering over 15 nationally recognised courses custom-built for schools, across five Program Areas: Sport and Recreation, Fitness, Business, Tourism and First Aid.

Our growing team occupies three office locations to best uphold our reputation for outstanding service and providing 'great teacher experiences'.

## OUR MISSION

We are leaders in Vocational Education in Schools, enabling teachers with quality programs and support; equipping students with skills to navigate a successful future.

## OUR VISION

To unlock the true potential of Australian Secondary Schools and provide quality Vocational Education to every student.



# SPORT, FITNESS & RECREATION PROGRAMS



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# CERTIFICATE II & III COURSES



## **SIS20122 Certificate II in Sport and Recreation**

1-Year Format



## **SIS20321 Certificate II in Sport Coaching**

1-Year Format



## **SIS30321 Certificate III in Fitness + SIS20122 Certificate II in Sport and Recreation**

2-Year Format



## **SIS30321 Certificate III in Fitness**

2-Year Format



## **SIS30122 Certificate III in Sport, Aquatics and Recreation + SIS20122 Certificate II in Sport and Recreation**

2-Year Format



## **SIS30122 Certificate III in Sport, Aquatics and Recreation**

2-Year Format

**VISIT PROGRAMS FOR SCHOOLS** 

The information in this 2025 Course Snapshot is current at the time of publishing and should be used as a guide only.

## 2025 EDITION

# SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

This qualification reflects the role of individuals who assist with the delivery of sport and recreation activities and who complete a range of customer contact duties.

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

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

## WHAT DO STUDENTS ACHIEVE?

- › SIS20122 Certificate II in Sport and Recreation (Maximum 4 QCE Credits)
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › Direct pathway into SIS30122 Certificate III in Sport, Aquatics and Recreation (or SIS30321 Certificate III in Fitness)
- › Recommended 'optional' additional training - the nationally recognised First Aid competency - HLTAID011 Provide First Aid

## SKILLS ACQUIRED

- › Officiating games or school competitions
- › Coaching beginner participants to develop fundamental skills
- › Effective communication skills
- › Providing quality service to participants

## CAREER PATHWAYS



FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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# SIS20122 CERTIFICATE II IN SPORT AND RECREATION

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

## Delivery Format:

1-Year Format

## Timetable Requirements:

1-Timetabled Line

## Units of Competency:

10 (6 Core Units, 4 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 (+ optional First Aid \$55.00)

## QCE Outcome:

Maximum 4 QCE Credits

TERM 1	TOPICS
	<ul style="list-style-type: none"> <li>› Introduction to Coaching Programs</li> <li>› Introduction to the Sport, Fitness and Recreation (SFR) Industry</li> </ul>
TERM 2	PROGRAMS
	<ul style="list-style-type: none"> <li>› Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions</li> <li>› SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions</li> </ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Introduction to Community Programs</li> <li>› Introduction to Conditioning Programs</li> </ul>
TERM 4	PROGRAMS
	<ul style="list-style-type: none"> <li>› Community SFR Program: Assist with Delivering Community SFR Sessions</li> <li>› Conditioning Program: Participate in Conditioning Sessions</li> </ul>
TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Working in the SFR Industry</li> <li>› Providing Quality Service in the SFR Industry</li> </ul>
TERM 4	PROGRAMS
	<ul style="list-style-type: none"> <li>› Group Conditioning Program: Plan and Deliver Group Conditioning Sessions</li> <li>› One-on-one Cardio Program: Plan and Deliver a Cardio Program</li> </ul>
TERM 4	TOPICS
	<ul style="list-style-type: none"> <li>› Anatomy and Physiology - The Musculoskeletal System</li> <li>› First Aid Course: HLTAID011 Provide First Aid (Optional Additional Training)</li> </ul>
TERM 4	PROGRAMS
	<ul style="list-style-type: none"> <li>› Recreation Group Exercise Program</li> </ul>

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.

UNITS OF COMPETENCY	
SISXIND011	Maintain sport, fitness and recreation knowledge
BSBPEF202	Plan and apply time management
BSBPEF301	Organise personal work priorities
BSBSUS211	Participate in sustainable work practices
SISSPAR009	Participate in conditioning for sport
HLTWHS001	Participate in workplace health and safety
SISXFAC006	Maintain activity equipment
SISOFLD001	Assist in conducting recreation sessions
SISXCCS004	Provide quality service
SISXEMR003	Respond to emergency situations
HLTAID011	Provide First Aid (Optional Additional)

## 2025 EDITION

# SIS20321 CERTIFICATE II IN SPORT COACHING

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community-based sports clubs and organisations in the Australian sport industry.

Individuals with this qualification use a range of basic coaching skills to engage participants in a specific sport. They work under the supervision of a coach.

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

## WHAT DO STUDENTS ACHIEVE?

- › SIS20321 Certificate II in Sport Coaching (max. 4 QCE Credits)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › Direct pathway into SIS30321 Certificate III in Fitness or SIS30122 Certificate III in Sport, Aquatics and Recreation in Year 11 and 12.

## SKILLS ACQUIRED

- › Planning coaching sessions
- › Coaching foundation level participants
- › Officiating games and competitions
- › Work Safely in the Sport, Fitness and Recreation Industry

## CAREER PATHWAYS



## FLEXIBLE PROGRAMS

## PRACTICAL-BASED LEARNING

## RESOURCES PROVIDED



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# SIS20321 CERTIFICATE II IN SPORT COACHING

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

## Delivery Format:

1-Year Format  
(Packaged as 3-Terms)

## Timetable Requirements:

1-Timetabled Line

## Units of Competency:

7 (3 Core Units, 4 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** per person (+ First Aid \$55.00)

## QCE Outcome:

Maximum 4 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
	<ul style="list-style-type: none"> <li>› Binnacle Lounge Induction</li> <li>› Sport Specific Coaching Program</li> <li>› Self-awareness</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Coaching Program: Development Program</li> </ul>

TERM 2	TOPICS
	<ul style="list-style-type: none"> <li>› Community Coaching Programs</li> <li>› Working Effectively with Others</li> <li>› Work in a Community Coaching Role</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Community Coaching Program #1</li> <li>› AIS Community Coaching Essential Skills (Online Course)</li> </ul>

TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Respond to Emergencies</li> <li>› Work Safely</li> <li>› Provide First Aid</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Community Coaching Program #2</li> <li>› First Aid Course: HLTAID011 Provide First Aid</li> </ul>

UNITS OF COMPETENCY	
HLTAID011	Provide First Aid
SIRXWHS001	Work safely
SISSSCO002	Work in a community coaching role
SISSSCO001	Conduct sport coaching sessions with foundation level participants
BSBPEF302	Develop self-awareness
BSBTWK201	Work effectively with others
SISXEMR001	Respond to emergency situations

## 2025 EDITION

# SIS30321 CERTIFICATE III IN FITNESS + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

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).

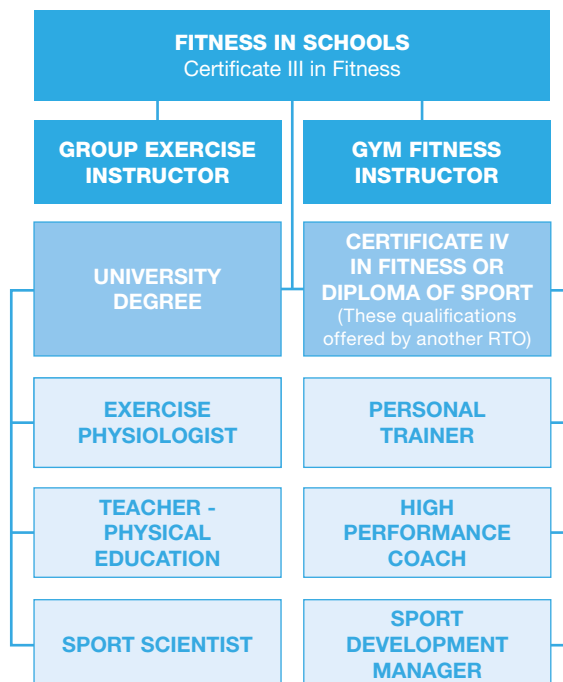
Students facilitate programs within their school community including:

- › 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

## WHAT DO STUDENTS ACHIEVE?

- › SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- › Entry qualification: SIS20122 Certificate II in Sport and Recreation
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)
- › A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport - These qualifications offered by another RTO.

## CAREER PATHWAYS



## 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

## FLEXIBLE PROGRAMS

## PRACTICAL-BASED LEARNING

## RESOURCES PROVIDED



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# SIS30321 CERTIFICATE III IN FITNESS + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

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

Registered Training Organisation:  
Binnacle Training (RTO 31319)

## Delivery Format:

2-Year Format

## Timetable Requirements:

1-Timetabled Line

## Units of Competency:

Standalone Qualification -15 Units  
Dual Qualification - Additional 4 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)  
(+ First Aid \$55.00)

## 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
	<ul style="list-style-type: none"> <li>› Introduction to the Sport, Fitness and Recreation Industry</li> <li>› Introduction to Coaching Programs</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions</li> <li>› SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions</li> </ul>

TERM 2	TOPICS
	<ul style="list-style-type: none"> <li>› Introduction to Community Programs</li> <li>› Introduction to Conditioning Programs</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Community SFR Program: Assist with Delivering Community SFR Sessions</li> <li>› Conditioning Program: Participate in Conditioning Sessions</li> </ul>

TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Working in the SFR Industry</li> <li>› Providing Quality Service in the SFR Industry</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Group Conditioning Program: Plan and Deliver Group Conditioning Sessions</li> <li>› One-on-one Conditioning Program: Plan and Deliver a Cardio Program</li> </ul>

TERM 4	TOPICS
	<ul style="list-style-type: none"> <li>› Anatomy and Physiology - The Musculoskeletal System</li> <li>› First Aid Course: HLTAID011 Provide First Aid</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Recreational Group Exercise Program</li> </ul>

QUALIFICATION SCHEDULED FOR FINALISATION	
<b>SIS20122 CERTIFICATE II IN SPORT AND RECREATION</b>	

TERM 5	TOPICS
	<ul style="list-style-type: none"> <li>› Anatomy and Physiology</li> <li>› Health and Nutrition Consultations</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› One-on-One Gym Program: Adolescent Client</li> <li>› Conduct Consultations with a Client (Peer)</li> <li>› Plan and Conduct Sessions (Scenario Clients)</li> </ul>

TERM 6	TOPICS
	<ul style="list-style-type: none"> <li>› Screening and Health Assessments</li> <li>› Specific Population Clients</li> <li>› Older Clients</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>› Fitness Orientation Program: Client Orientation</li> <li>› Gentle Exercise Program: Participate in Gentle Exercise Sessions</li> <li>› Mobility Program: Plan and Instruct Mobility Sessions</li> </ul>

TERM 7	TOPICS
	<ul style="list-style-type: none"> <li>› Older Clients</li> <li>› Specific Populations</li> </ul>
	PROGRAMS
	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>

UNITS OF COMPETENCY			
HLTWHS001	Participate in workplace health and safety	BSBPPEF301	Organise personal work priorities
SISXIND011	Maintain sport, fitness and recreation industry knowledge	BSBOPS304	Deliver and monitor a service to customers
BSBSUS211	Participate in sustainable work practices	SISFFIT035	Plan group exercise sessions
BSBPPEF202	Plan and apply time management*	SISFFIT036	Instruct group exercise sessions
SISSPAR009	Participate in conditioning for sport*	SISFFIT032	Complete pre-exercise screening and service orientation
SISXCCS004	Provide quality service	SISFFIT033	Complete client fitness assessments
SISXEMR001	Respond to emergency situations (SISXEMR003)	SISFFIT052	Provide healthy eating information
HLTAID011	Provide First Aid	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
SISOFLD001	Assist in conducting recreation sessions*	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
SISXFAC006	Maintain activity equipment*	* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as a separate Statement of Attainment (Subject Only Training)	



## 2025 EDITION

# SIS30321 CERTIFICATE III IN FITNESS

Binnacle Training (RTO Code 31319)

### HOW DOES IT WORK

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).

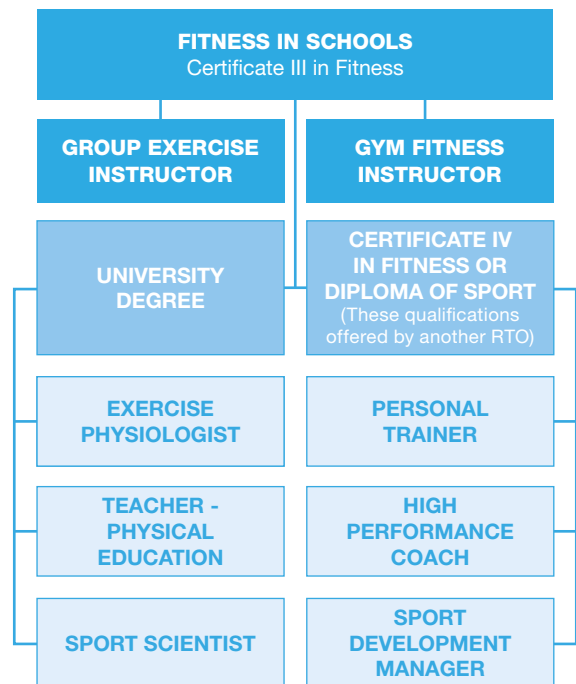
Students facilitate programs within their school community including:

- › 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

### WHAT DO STUDENTS ACHIEVE?

- › SIS30321 Certificate III in Fitness (max. 8 QCE Credits)
- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
- › Community Coaching - Essential Skills Course (non-accredited), issued by [Australian Sports Commission](#)
- › A range of career pathway options including pathway into SIS40221 Certificate IV in Fitness; or SIS50321 Diploma of Sport - These qualifications offered by another RTO.
- › Successful completion of the Certificate III in Fitness may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

### CAREER PATHWAYS



### 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

FLEXIBLE PROGRAMS

PRACTICAL-BASED LEARNING

RESOURCES PROVIDED



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# SIS30321

## CERTIFICATE III

### IN FITNESS

Registered Training Organisation:  
Binnacle Training (RTO 31319)

#### 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 (+ First Aid \$55.00)

#### 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	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Sport, Fitness and Recreation (SFR) Industry</li> <li>› Introduction to Coaching Programs</li> </ul>
TERM 2	<b>PROGRAMS</b>
	<ul style="list-style-type: none"> <li>› Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions</li> <li>› SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions</li> </ul>
TERM 3	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Working in the SFR Industry</li> <li>› Providing Quality Service in the SFR Industry</li> </ul>
TERM 4	<b>PROGRAMS</b>
	<ul style="list-style-type: none"> <li>› Group Conditioning Program: Plan and Deliver Group Conditioning Sessions</li> <li>› One-on-one Cardio Program: Plan and Deliver a Cardio Program</li> </ul>
TERM 5	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Anatomy and Physiology - The Musculoskeletal System</li> <li>› First Aid Course: HLTAID011 Provide First Aid</li> </ul>
TERM 6	<b>PROGRAMS</b>
	<ul style="list-style-type: none"> <li>› Recreational Group Exercise Program</li> </ul>
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Anatomy and Physiology</li> <li>› Health and Nutrition Consultations</li> </ul>
TERM 8	<b>PROGRAMS</b>
	<ul style="list-style-type: none"> <li>› One-on-One Gym Program: Adolescent Client</li> <li>› Conduct Consultations with a Client (Peer)</li> <li>› Plan and Conduct Sessions (Scenario Clients)</li> </ul>
TERM 9	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Screening and Health Assessments</li> <li>› Specific Population Clients</li> <li>› Older Clients</li> </ul>
TERM 10	<b>PROGRAMS</b>
	<ul style="list-style-type: none"> <li>› Fitness Orientation Program: Client Orientation</li> <li>› Gentle Exercise Program: Participate in Gentle Exercise Sessions</li> <li>› Mobility Program: Plan and Instruct Mobility Sessions</li> </ul>
TERM 11	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Older Clients</li> <li>› Specific Populations</li> </ul>
TERM 12	<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>

#### UNITS OF COMPETENCY

HLTAID011	Provide First Aid	SISFFIT035	Plan group exercise sessions
HLTWH001	Participate in workplace health and safety	SISFFIT036	Instruct group exercise sessions
SISXEMR001	Respond to emergency situations	SISFFIT032	Complete pre-exercise screening and service orientation
SISXIND011	Maintain sport, fitness and recreation industry knowledge	SISFFIT033	Complete client fitness assessments
SISCCS004	Provide quality service	SISFFIT052	Provide healthy eating information
BSBSUS211	Participate in sustainable work practices	SISFFIT040	Develop and instruct gym-based exercise programs for individual clients
BSBOPS304	Deliver and monitor a service to customers	SISFFIT047	Use anatomy and physiology knowledge to support safe and effective exercise
BSBPEF301	Organise personal work priorities		

## 2025 EDITION

# SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

This qualification reflects the role of individuals with well-developed skills and knowledge to deliver recreational services.

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

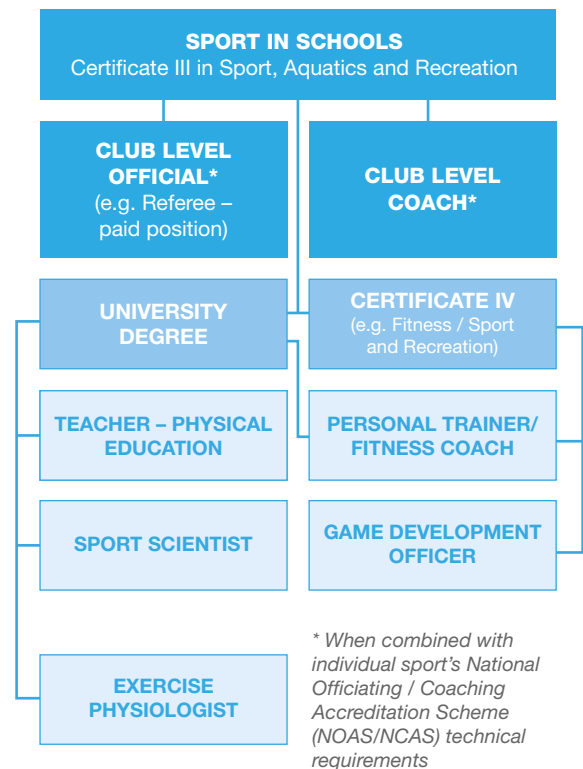
- › Officiating games
- › Conducting coaching sessions
- › Community sport, fitness and recreation programs

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?

- › SIS30122 Certificate III in Sport, Aquatics and Recreation (max. 7 QCE Credits). Completing the 'Term 7 Part 2 Add-On' as well can result in a maximum 8 QCE Credits
- › Entry qualification: SIS20122 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 [Australian Sports Commission](#)
- › A range of career pathway options including Club Level Official and/or Coach
- › Successful completion of the Certificate III in Sport, Aquatics and Recreation may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

## CAREER PATHWAYS



## SKILLS ACQUIRED

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

## FLEXIBLE PROGRAMS

## PRACTICAL-BASED LEARNING

## RESOURCES PROVIDED



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# SIS30122 CERTIFICATE III IN SPORT, AQUATICS AND RECREATION + SIS20122 CERTIFICATE II IN SPORT AND RECREATION

(or as Standalone Qualification:  
SIS30122 Certificate III in Sport,  
Aquatics and Recreation)

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

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetabled Line

**Units of Competency:**  
Standalone Qualification -15 Units  
Dual Qualification - Additional 3 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):**  
**\$335.00** per person (Cert II entry qualification  
= \$265.00 + Cert III Gap Fee = \$70.00)  
(+ **First Aid \$55.00**)

**QCE Outcome:**  
Maximum 7 QCE Credits.  
› Completing the Optional Term 7 Add-on as well can result in a 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	<b>TOPICS</b>
	› Introduction to the Sport, Fitness and Recreation (SFR) Industry › Introduction to Coaching Programs
	<b>PROGRAMS</b>
	› SFR Coaching Program (Supervisor): Assist with Delivering Coaching Sessions › Coaching Program (Student Delivery): Plan and Deliver Coaching Sessions
TERM 2	<b>TOPICS</b>
	› Introduction to Community Programs › Introduction to Conditioning Programs
	<b>PROGRAMS</b>
	› Community SFR Program: Assist with Delivering Community SFR Sessions › Conditioning Program: Participate in Conditioning Sessions
TERM 3	<b>TOPICS</b>
	› Working in the SFR Industry › Providing Quality Service in the SFR Industry
	<b>PROGRAMS</b>
	› Group Conditioning Program: Plan and Deliver Group Conditioning Sessions › One-on-one Cardio Program: Plan and Deliver a Cardio Program
TERM 4	<b>TOPICS</b>
	› Recreational Exercise in the SFR Industry › First Aid Course: HLTAID011 Provide First Aid
	<b>PROGRAMS</b>
	› Recreation Program (Teacher Facilitated): Assist with Recreational Activity (Bootcamp)
<b>QUALIFICATION SCHEDULED FOR FINALISATION</b>	
<b>SIS20122 CERTIFICATE II IN SPORT AND RECREATION</b>	
TERM 5	<b>TOPICS</b>
	› Deliver Outdoor Recreation Sessions
	<b>PROGRAMS</b>
	› Deliver Outdoor Recreation Sessions
TERM 6	<b>TOPICS</b>
	› Sport-Specific Coaching Program › Developing Self-Awareness
	<b>PROGRAMS</b>
	› Plan and Deliver a Sport Development Program › Plan and Deliver a Community Recreation Session for Children
TERM 7 PART 1 (Compulsory)	<b>TOPICS</b>
	› Round-Robin Tournaments › Working Effectively with Others › Responding to Interpersonal Conflict
	<b>PROGRAMS</b>
	› Plan and Deliver a Round-Robin Tournament › Role-play Conflict Scenarios
TERM 7 PART 2 OPTIONAL- ADD-ON:	<b>TOPICS</b>
	› Officiating Sports
	<b>PROGRAMS</b>
	› Officiate Modified Games

UNITS OF COMPETENCY			
HLTAID011	Provide First Aid	BSBPEF302	Develop self-awareness
SISXIND011	Maintain sport, fitness and recreation knowledge	BSBTWK201	Work effectively with others
BSBPEF301	Organise personal work priorities	SISSCO001	Conduct sport coaching sessions with foundation level participants
SISSPAR009	Participate in conditioning for sport	SISOFLD001	Assist in conducting recreation sessions*
BSBPEF202	Plan and apply time management*	SISXPLD004	Facilitate groups
BSBSUS211	Participate in sustainable work practices*	BSBWHS308	Participate in WHS hazard identification, risk assessment and risk control processes
HLTWHS001	Participate in workplace health and safety	SISXIND009	Respond to interpersonal conflict
SISXFAC006	Maintain activity equipment	SISXPLD002	Deliver recreation sessions
SISXCCS004	Provide quality service	<b>TERM 7 ADD-ON UNITS OF COMPETENCY</b>	
SISXEMR003	Respond to emergency situations	SIRXWHS001	Work safely
* For students not enrolled in entry qualification SIS20122 Certificate II in Sport and Recreation - these will be issued as a separate Statement of Attainment (Subject Only Training)		HLTAID009	Provide cardiopulmonary resuscitation (Completed as part of Provide First Aid - HLTAID011)

Please note this 2025 Course Schedule is current at the time of publishing and should be used as 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: [www.binnacletraining.com.au/rto](http://www.binnacletraining.com.au/rto)



# FIRST AID & CPR SHORT COURSES



**Binnacle**  
Training  
RTO CODE 31319



# FIRST AID & CPR SHORT COURSES



## HLTAID011 Provide First Aid

Flexible Delivery Options



## HLTAID009 Provide cardiopulmonary resuscitation

Flexible Delivery Options

[VISIT PROGRAMS FOR SCHOOLS](#) 

The information in this 2025 Course Snapshot is current at the time of publishing and should be used as a guide only.



## 2025 EDITION

# HLTAID011 PROVIDE FIRST AID

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

Students learn to confidently manage emergency situations and provide first aid care to a casualty. It is suitable for both people in a workplace and members of the public who want first aid training.

Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that First Aid skills are recertified every 3 years, and CPR skills are recertified every 12 months.

Participants are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes.

Participants must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.

## COURSE OVERVIEW

### Delivery Format:

This course has the following course duration options:

- › School Term Delivery: 12 x 70 min lessons
- › Two-Day Delivery: 10 hours (2 x 5-hour days).
- › One-Day Delivery: The practical can be completed in approximately 5 hours.
  - All knowledge assessments must be completed by participants prior to this one-day delivery.

### Suitable Year Level(s):

Year 9, 10, 11 and 12

### Study Mode:

Combination of Face-to-face and online

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

\$55.00 per person

### QCE Outcome:

0 QCE Credits

## COURSE OUTLINE

### TOPICS COVERED

- › Emergency Management
- › Assessing the Scene
- › CPR and Defibrillation
- › Injuries and Trauma
- › Conditions
- › Bites and Stings

### UNITS OF COMPETENCY

- › HLTAID011 Provide First Aid
- › HLTAID010 Provide basic emergency life support
- › HLTAID009 Provide cardiopulmonary resuscitation

## WHAT DO STUDENTS ACHIEVE?

- › The nationally recognised First Aid competency - HLTAID011 Provide First Aid
  - Most workplaces require a specific number of people to hold this competency.

## SKILLS ACQUIRED

- › Performing CPR, including use of an Automated External Defibrillator (AED)
- › Providing initial treatment for injuries, trauma, bites and stings
- › Managing a range of conditions including Asthma, Anaphylaxis, Shock and Hypothermia

## QUALIFICATIONS THAT REQUIRE HLTAID011

- › SIS20122 Certificate II in Sport and Recreation
- › SIS20321 Certificate II in Sport Coaching
- › SIS30321 Certificate III in Fitness
- › SIS30122 Certificate III in Sport, Aquatics and Recreation

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## FLEXIBLE DELIVERY

## PRACTICAL-BASED LEARNING

## RESOURCES PROVIDED



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## 2025 EDITION

# HLTAID009 PROVIDE CARDIOPULMONARY RESUSCITATION

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

Students learn the skills to recognise and manage a casualty who is unconscious and not breathing. CPR is a lifesaving technique which can sustain life until an ambulance arrives.

Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that CPR skills are recertified every 12 months.

Participants are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes.

Participants must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.

## COURSE OVERVIEW

### Delivery Format:

This course has the following course duration options:

- › School Term Delivery: 4 x 70 min lessons
- › One-Day Delivery: Approximately 5 hours.
- › Half-Day Delivery: The practical may be completed in approximately 3 hours.
  - All knowledge assessments must be completed by participants prior to this one-day delivery.

### Suitable Year Level(s):

Year 9, 10, 11 and 12

### Study Mode:

Combination of Face-to-face and online

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

\$40.00 per person

### QCE Outcome:

0 QCE Credits

## COURSE OUTLINE

### TOPICS COVERED

- › Emergency Management
- › Assessing the Scene
- › CPR and Defibrillation

### UNIT OF COMPETENCY

- › HLTAID009 Provide cardiopulmonary resuscitation

## WHAT DO STUDENTS ACHIEVE?

- › The nationally recognised competency - HLTAID009 Provide cardiopulmonary resuscitation
  - Most workplaces require a specific number of people to hold this competency.

## SKILLS ACQUIRED

- › Performing CPR, including use of an Automated External Defibrillator (AED)

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## FLEXIBLE DELIVERY

## PRACTICAL-BASED LEARNING

## RESOURCES PROVIDED



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RTO CODE 31319

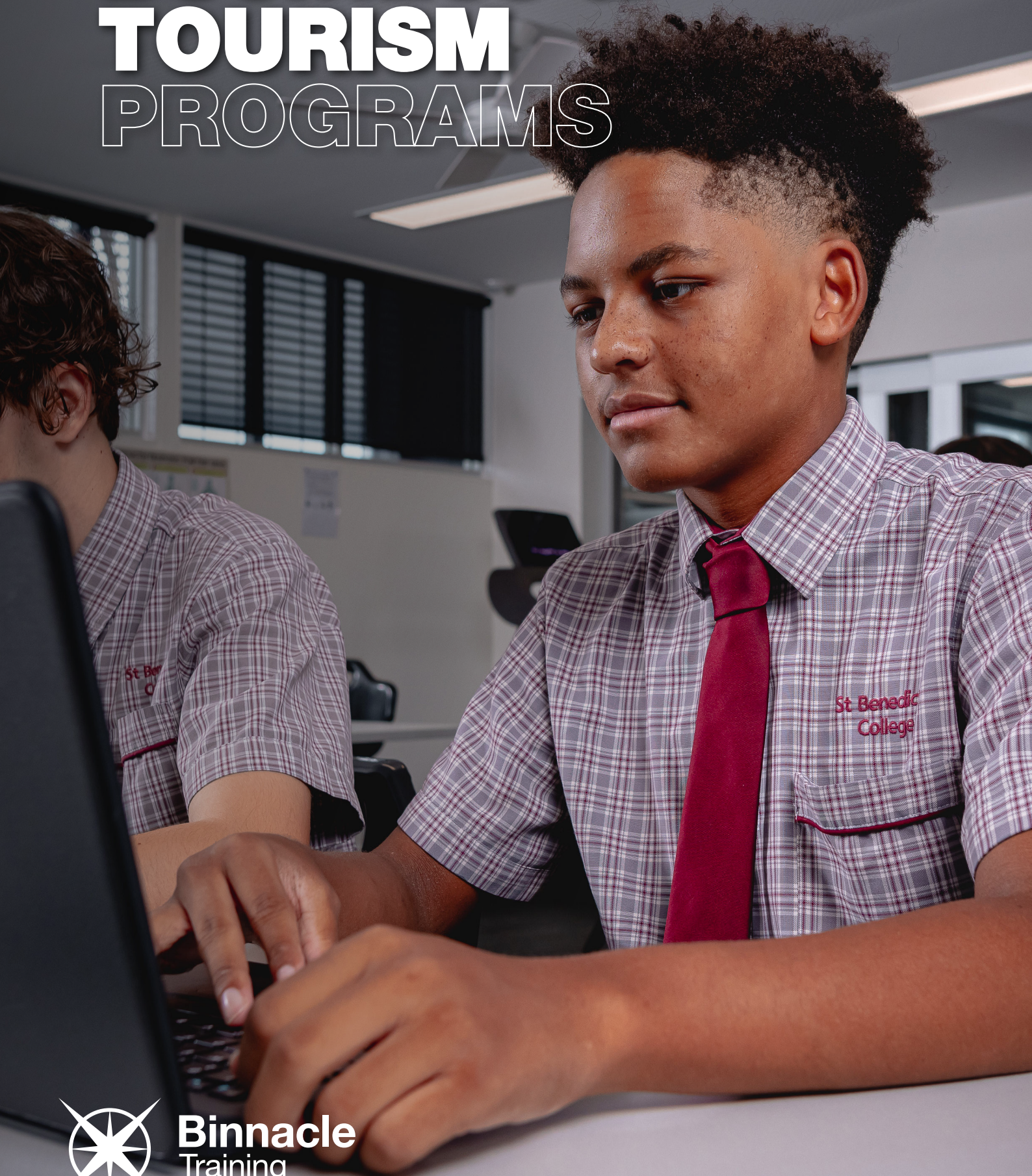


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# BUSINESS & TOURISM PROGRAMS



**Binnacle**  
Training  
RTO CODE 31319



# CERTIFICATE II & III COURSES



## **BSB20120 Certificate II in Workplace Skills**

1-Year Format



## **SIT20122 Certificate II in Tourism**

1-Year Format



## **BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism**

2-Year Format



## **BSB30120 Certificate III in Business**

2-Year Format

[VISIT PROGRAMS FOR SCHOOLS](#) 

The information in this 2025 Course Snapshot is current at the time of publishing and should be used as a guide only.

## 2025 EDITION

# BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

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

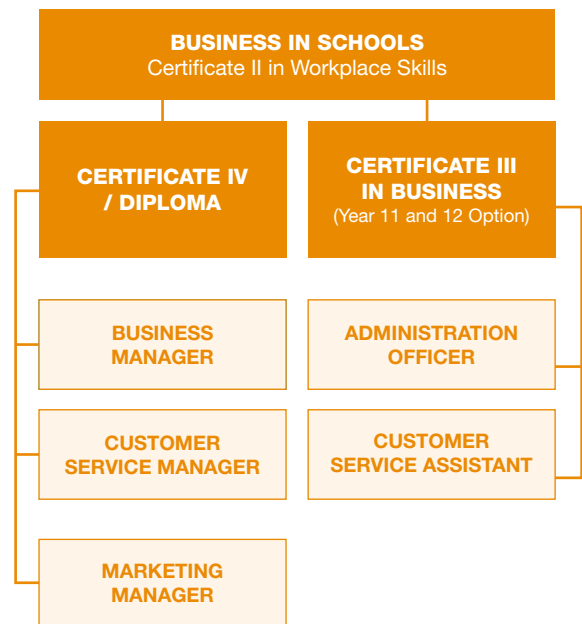
The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and activities within the school community.

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

## SKILLS ACQUIRED

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

## CAREER PATHWAYS



## WHAT DO STUDENTS ACHIEVE?

- › BSB20120 Certificate II in Workplace Skills (max. 4 QCE Credits)
- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED



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# BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

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

**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):**  
\$225.00 per person

**QCE Outcome:**  
Maximum 4 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
	<div><div>› Plan and Apply Time Management</div><div>› Self-Awareness</div></div>
	PROJECTS
	<div><div>› Personal Effectiveness</div></div>

TERM 2	TOPICS
	<div><div>› Workplace Health and Safety</div><div>› Sustainable Work Practices</div><div>› Communication Skills</div></div>
	PROJECTS
	<div><div>› Operate Safely in the Work Environment (Incident Role Play)</div><div>› WHS Audit of the Go! Travel Office Space</div><div>› Communication in the Workplace</div></div>

TERM 3	TOPICS
	<div><div>› Using Business Software Applications</div><div>› Using Digital Technologies</div><div>› Working Effectively with Others</div></div>
	PROJECTS
	<div><div>› Travel Package Presentation</div><div>› Travel Expert Team Games</div></div>

TERM 4	TOPICS
	<div><div>› Critical Thinking Skills</div><div>› Problem Solving</div></div>
	PROJECTS
	<div><div>› Problem Solving at Go! Travel</div></div>

UNITS OF COMPETENCY	
BSBPPEF202	Plan and apply time management
BSBPPEF302	Develop self-awareness
BSBWHS211	Contribute to the health and safety of self and others
BSBSUS211	Participate in sustainable work practices
BSBCMM211	Apply communication skills
BSBTEC201	Use business software applications
BSBTEC202	Use digital technologies to communicate in a work environment
BSBOPS201	Work effectively in business environments
BSBTWK201	Work effectively with others
BSBCRT201	Develop and apply thinking and problem solving skills

## 2025 EDITION

# SIT20122 CERTIFICATE II IN TOURISM

Binnacle Training (RTO Code 31319)

### HOW DOES IT WORK

This qualification provides a pathway to work in many tourism and travel industry sectors including travel agencies, holiday parks and resorts, attractions, and any small tourism business.

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

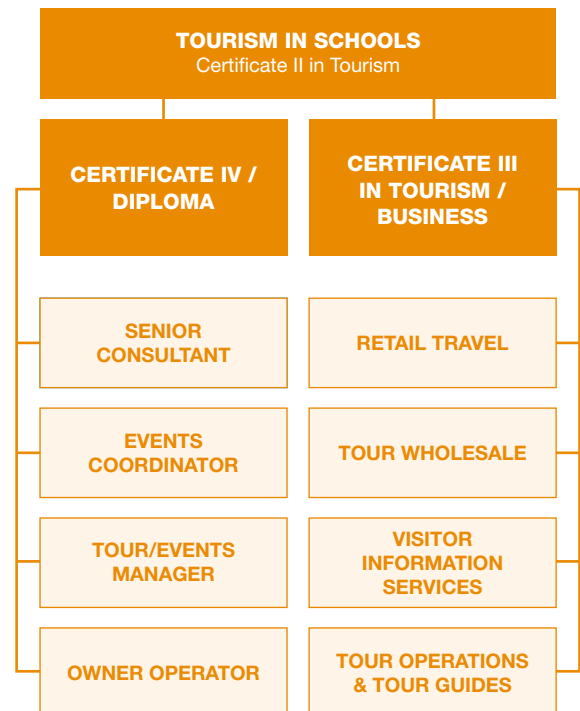
**This program also includes the following:**

- › Participation in a Tourism-related Industry Discovery

### SKILLS ACQUIRED

- › Communication
- › Customer service
- › Safe and sustainable work practices
- › Source and present information
- › Social and cultural sensitivity
- › Digital technologies and software applications
- › Working effectively in business environments

### CAREER PATHWAYS



### WHAT DO STUDENTS ACHIEVE?

- › SIT20122 Certificate II in Tourism (max. 4 QCE Credits)
- › A range of career pathway options including pathway into BSB30120 Certificate III in Business

FLEXIBLE PROGRAMS

PROJECT-BASED LEARNING

RESOURCES PROVIDED



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# SIT20122 CERTIFICATE II IN TOURISM

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

**Delivery Format:**

1-Year Format  
(Packaged as 4-Terms)

**Timetable Requirements:**

1-Timetabled Line

**Units of Competency:**

11 (5 Core Units, 6 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):**

**\$225.00** per person

**QCE Outcome:**

Maximum 4 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
	<ul style="list-style-type: none"> <li>› Introduction to the Tourism and Travel Industry</li> <li>› Introduction to Entrepreneurship and Business</li> <li>› Introduction to the Business Services Industry</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Research Business Topics</li> </ul>

TERM 2	TOPICS
	<ul style="list-style-type: none"> <li>› Source, Use and Present Information on the Tourism and Travel Industry</li> <li>› Public Activities and Events</li> <li>› Business Software Applications and Research</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Business Start-Up Research</li> <li>› Tourism Industry Research</li> <li>› Present Information at an Industry Event</li> </ul>

TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Safe Work Practices at the Go! Travel Office</li> <li>› Social and Cultural Sensitivity</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Participate in Safe Work Practices at Go! Travel</li> <li>› Show Social and Cultural Sensitivity in the Tourism Industry</li> </ul>

TERM 4	TOPICS
	<ul style="list-style-type: none"> <li>› Provide Information to Visitors and Customers</li> <li>› Interacting with Customers</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Go! Travel 'VIP' Information Evening</li> <li>› Interact with Customers at the Go! Travel Agency</li> </ul>

UNITS OF COMPETENCY	
SITTIND003	Source and use information on the tourism and travel industry
SITXCOM006	Source and present information
CUA EVP211	Assist with the staging of public activities or events
BSBTEC201	Use business software applications
BSBTEC203	Research using the internet
SITXWHS005	Participate in safe work practices
SITXCOM008	Provide a briefing or scripted commentary
SITXCOM007	Show social and cultural sensitivity
SITXCCS010	Provide visitor information
SITXCCS009	Provide customer information and assistance
SITXCCS011	Interact with customers

## 2025 EDITION

# BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM

Binnacle Training (RTO Code 31319)

## HOW DOES IT WORK

The Certificate II in Tourism entry qualification provides a pathway to work in many tourism and travel industry sectors including travel agencies, holiday parks and resorts, attractions, and any small tourism business. The Certificate III in Business 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 and tourism 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
- › Participation in a Tourism-related industry discovery

## 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



## WHAT DO STUDENTS ACHIEVE?

- › BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism (max. 10 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**  
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RTO CODE 31319



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# BSB30120 CERTIFICATE III IN BUSINESS + SIT20122 CERTIFICATE II IN TOURISM

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

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetable Line

**Units of Competency:**  
Dual Qualification - 21 Units (plus 2 Optional Additional 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** (Cert II qualification = \$225 + Cert III Gap Fee = \$40)

**QCE Outcome:**  
Maximum 10 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
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services Industry</li> <li>› Introduction to Entrepreneurship and Business</li> <li>› Introduction to Personal Finances</li> <li>› Introduction to Tourism</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Research Business Topics</li> </ul>

TERM 2	TOPICS
	<ul style="list-style-type: none"> <li>› Source, Use and Present Information on the Tourism and Travel Industry</li> <li>› Public Activities and Events</li> <li>› Business Software Applications and Research</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Business Start-Up Research</li> <li>› Tourism Industry Research</li> <li>› Present Information at an Industry Event</li> </ul>

TERM 3	TOPICS
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>

TERM 4	TOPICS
	<ul style="list-style-type: none"> <li>› Providing Information to Visitors and Customers</li> <li>› Interacting with Customers</li> <li>› Showing Social and Cultural Sensitivity</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Go! Travel 'VIP' Information Evening</li> <li>› Interact with Customers at the Go! Travel Agency</li> <li>› Show Social and Cultural Sensitivity in the Tourism Industry</li> </ul>

QUALIFICATION SCHEDULED FOR FINALISATION	
SIT20122 CERTIFICATE II IN TOURISM	

TERM 5	TOPICS
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Engage in Workplace Communication</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace</li> </ul>

TERM 6	TOPICS
	<ul style="list-style-type: none"> <li>› Work in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Critical Thinking at Go! Travel</li> </ul>

TERM 7	TOPICS
	<ul style="list-style-type: none"> <li>› Designing and Producing Business Documents</li> <li>› Producing Simple Documents</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Binnacle Boss - Business Proposal</li> </ul>

UNITS OF COMPETENCY			
SITTIND003	Source and use information on the tourism and travel industry	BSBPEF301	Organise personal work priorities
CUAEVP211	Assist with the staging of public activities or events	BSBPEF201	Support personal wellbeing in the workplace
SITXCOM006	Source and present information	BSBWHS311	Assist with maintaining workplace safety
BSBTEC201	Use business software applications	BSBSUS211	Participate in sustainable work practices
BSBTEC203	Research using the internet	BSBTWK301	Use inclusive work practices
SITXCCS009	Provide customer information and assistance	BSBXCM301	Engage in workplace communication
SITXWHS005	Participate in safe work practices	BSBXTW301	Work in a team
SITXCOM007	Show social and cultural sensitivity	BSBCRT311	Apply critical thinking skills in a team environment
SITXCCS011	Interact with customers	BSBTEC301	Design and produce business documents
SITXCCS010	Provide visitor information	BSBWRT311	Write simple documents
SITXCOM008	Provide a briefing or scripted commentary		
OPTIONAL ADDITIONAL UNITS OF COMPETENCY			
BSBCMM411	Make presentations*	BSBPEF402	Develop personal work priorities*

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# 2025 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:**

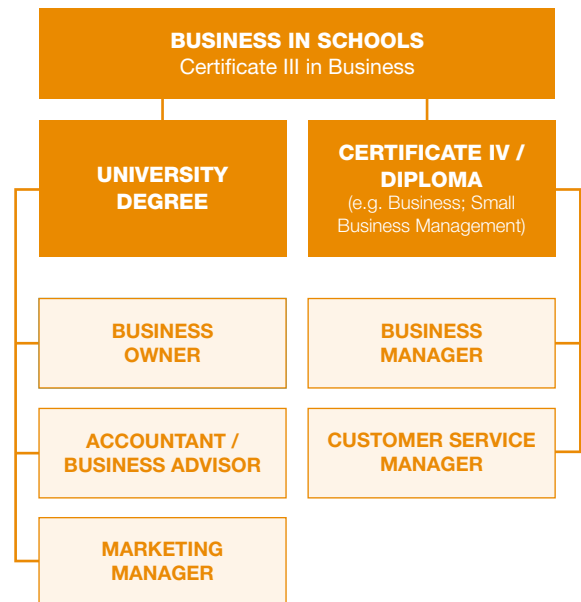
- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- › Students examine business opportunities and participate in an Industry discovery

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



## 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



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# 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) plus 2  
Optional Additional 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	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services Industry</li> <li>› Introduction to Entrepreneurship and Business</li> <li>› Introduction to Personal Finances</li> <li>› Introduction to Tourism</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Research Business Topics</li> </ul>
TERM 2	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Research Topics and Create a Group Presentation</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Group Presentation</li> </ul>
TERM 3	<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>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>
TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Develop and Apply Knowledge of Personal Finances</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Personal Budget for the Future</li> </ul>
TERM 5	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Engage in Workplace Communication</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace</li> </ul>
TERM 6	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Work in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Critical Thinking at Go! Travel</li> </ul>
TERM 7	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Designing and Producing Business Documents</li> <li>› Producing Simple Documents</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss - Business Proposal</li> </ul>

## UNITS OF COMPETENCY

BSBPEF201	Support personal wellbeing in the workplace	BSBXTW301	Work in a team
BSBPEF301	Organise personal work priorities	BSBCRT311	Apply critical thinking skills in a team environment
FNSFLT311	Develop and apply knowledge of personal finances	BSBTEC301	Design and produce business documents
BSBWHS311	Assist with maintaining workplace safety	BSBWRT311	Write simple documents
BSBSUS211	Participate in sustainable work practices	BSBTEC201	Use business software applications
BSBXCM301	Engage in workplace communication	BSBTEC203	Research using the internet
BSBTWK301	Use inclusive work practices		

## OPTIONAL ADDITIONAL UNITS OF COMPETENCY

BSBCMM411	Make presentations*	BSBPEF402	Develop personal work priorities*
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***Allowing Teachers  
to Teach***