

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:

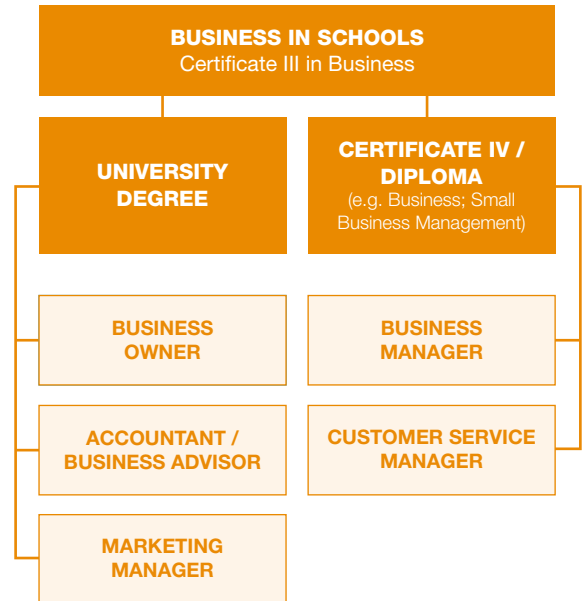
- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- › Students examine business opportunities and participate in an Industry discovery

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



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) 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	TOPICS
	<ul style="list-style-type: none"> › Introduction to the Business Services Industry › Introduction to Entrepreneurship and Business › Introduction to Personal Finances › Introduction to Tourism
	PROJECTS
	<ul style="list-style-type: none"> › Research Business Topics

TERM 2	TOPICS
	<ul style="list-style-type: none"> › Research Topics and Create a Group Presentation
	PROJECTS
	<ul style="list-style-type: none"> › Group Presentation

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

TERM 4	TOPICS
	<ul style="list-style-type: none"> › Develop and Apply Knowledge of Personal Finances
	PROJECTS
	<ul style="list-style-type: none"> › Personal Budget for the Future

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

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

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

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*