



2025

SHORT COURSE GUIDE



**Binnacle
Training**

RTO CODE 31319



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SPORTS EMERGENCY MANAGEMENT + FIRST AID (4-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This 4-Unit Short Course is a great Year 10 (or Year 11 or 12) option for HPE or Sports Academy Programs.

Topics of study include emergency management, risk awareness, responding to emergencies, working safely, first aid and cardiopulmonary resuscitation.

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-Term Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
4 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):
\$80.00 per person

QCE Outcome:
Maximum 2 QCE Credits

Important Note: 4-Units of Competency towards SIS20321 Certificate II in Sport Coaching

COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Emergency Management › Working Safely in a Sport, Fitness and Recreation Environment › Respond to Emergency Situations › First Aid Course: HLTAID011 Provide First Aid*
	PROGRAMS
	<ul style="list-style-type: none"> › Assist with Routine WHS Tasks › Role Play Emergency Scenarios › First Aid Course: HLTAID011 Provide First Aid*

UNITS OF COMPETENCY	
SIRWHS001	Work safely
SISXEMR001	Respond to emergency situations
HLTAID011	Provide First Aid*
HLTAID009	Provide cardiopulmonary resuscitation*
* Students must also enrol in the Short Course HLTAID011 Provide First Aid and must complete this in order to achieve these 2 units of competency	

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INTRODUCTION TO SPORT, FITNESS & RECREATION (4-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This 4-Unit Short Course is a great Year 10 option for HPE or Sports Academy Programs prior to commencing a Certificate III course.

Topics of study include sport coaching, personal development, self-awareness, healthy eating and fitness programs.

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-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

4 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):

\$80.00 per person

QCE Outcome:

Maximum 2 QCE Credits

Important Note: 4-Units of Competency towards SIS30321 Certificate III in Fitness

COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Introduction to Sport and Recreation › Conducting Sport Coaching Sessions › Personal Development and Self-Awareness
	PROGRAMS
	<ul style="list-style-type: none"> › Plan and Deliver Sport-Specific Sessions › Create a Self-Awareness Action Plan
UNITS OF COMPETENCY	
SISSSCO001	Conduct sport coaching sessions with foundation level participants
BSBPEF302	Develop self-awareness

TERM 2	TOPICS
	<ul style="list-style-type: none"> › Introduction to Fitness › Nutrition and Energy Systems › Anatomy › Fitness Programs
	PROGRAMS
	<ul style="list-style-type: none"> › Community Fitness Program – Plan and Instruct Sessions for Peers › Create a Workplace Wellbeing Action Plan
UNITS OF COMPETENCY	
BSBTWK201	Work effectively with others
BSBPEF201	Support personal wellbeing in the workplace

INTRODUCTION TO SPORT (2-UNIT SHORT COURSE) OR INTRODUCTION TO FITNESS (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

These 1-Term Short Courses are the perfect fit for schools which are looking for a 1-Term option in their Year 10 HPE or Sports Academy Programs.

Introduction to Sport and Recreation (2-Unit Short Course) topics include:

- › Sport Coaching and Self-Awareness.

Introduction to Fitness (2-Unit Short Course) topics include:

- › Fitness Programs and Body Systems.

Delivery Format:

1-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

2 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):

\$55.00 per person

QCE Outcome:

0 QCE Credits

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INCLUSIVITY AND COMMUNICATION IN THE WORKPLACE (3-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This 3-Unit Short Course provides students with an opportunity to participate in two practical projects where they will develop skills in communication and social and cultural awareness.

This is a wonderful course for preparing senior students for customer service related employment.

**These units of competency form part of Binnacle Training's Dual Qualification: BSB30120 Certificate III in Business + SIT20122 Certificate II in Tourism.*

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-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

3 Units

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

Combination of classroom and self directed online learning

Cost (Fee-For-Service):

\$70.00 per person

QCE Outcome:

Maximum 1 QCE Credit

Important Note: 3-Units of Competency towards SIT20122 Certificate II in Tourism

COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Plan and Participate in Workplace Communication › Work Effectively with Individual Differences › Assess Use of Inclusive Practices › Communicate with Customers and Colleagues from Diverse Backgrounds › Address Cross-Cultural Misunderstandings
	PROJECTS
	<ul style="list-style-type: none"> › Inclusivity and Communication in the Workplace › 'Go! Regional' Travel Expo Display – Plan, Deliver and Review › Show Social and Cultural Sensitivity in the Tourism Industry › Interact with Customers › Handling Cross-Cultural Misunderstandings (role play)
UNITS OF COMPETENCY	
BSBXC301	Engage in workplace communication
BSBTWK301	Use inclusive work practices
SITXCOM007	Show social and cultural sensitivity

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TECHNOLOGY IN THE WORKPLACE (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This 2-Unit Short Course provides students with an opportunity to use business software applications and use digital technologies to communicate in the workplace.

Students will plan, draft and finalise presentation designs to present to peers. Students will collaborate in teams using an array of digital communications. These are skills that will assist in many areas of future work and study.

**These units of competency form part of Binnacle Training's BSB20120 Certificate II in Workplace Skills.*

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-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

2 Units

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

Combination of classroom and self directed online learning

Cost (Fee-For-Service):

\$55.00 per person

QCE Outcome:

0 QCE Credits

COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Business Software Applications › Select and Prepare to Use Technology › Input and Process Information Data › Finalise and Store Documents › Methods of Digital Communication › Send and Receive Digital Communications › Managing Digital Communications
	PROJECTS
	<ul style="list-style-type: none"> › Travel Package Presentation
UNITS OF COMPETENCY	
BSBTEC201	Use digital software applications
BSBTEC202	Use digital technologies to communicate in a work environment

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FNSFLT311 DEVELOP AND APPLY KNOWLEDGE OF PERSONAL FINANCES

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This Short Course is all about students developing their money management skills.

Students are provided with a budget template required to set financial goals and are prompted to input budget data in accordance with a progressive real life scenario. This is a great course for preparing your senior students with Financial Literacy skills and knowledge.

**This unit of competency has been included by Binnacle Training as an 'imported elective' in the full qualification - BSB30120 Certificate III in Business*

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Delivery Format:

1-Term or Flexible Delivery Options

Timetable Requirements:

1-Timetabled Line

Units of Competency:

1 Unit

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

Combination of classroom and self directed online learning

Cost (Fee-For-Service):

\$55.00 per person

QCE Outcome:

0 QCE Credits

COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Develop and Maintain Knowledge of Personal Finance Matters › Manage Personal Finances › Budgeting, Cash flow and Savings › Taxation Matters › Superannuation Matters › Debt Management › Employee Entitlements › Insurance Matters › Career choice, Education and Skills › Create a Personal Budget for the Future
	PROJECTS
	<ul style="list-style-type: none"> › Knowledge of Personal Finances › Establish your Financial Goals › Create a Budget for the Future (Part 1) › Create a Budget for the Future (Part 2)
UNITS OF COMPETENCY	
FNSFLT311	Develop and apply knowledge of personal finances

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*Allowing Teachers
to Teach*