2025 EDITION

BSB30120 CERTIFICATE III IN BUSINESS + 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 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.
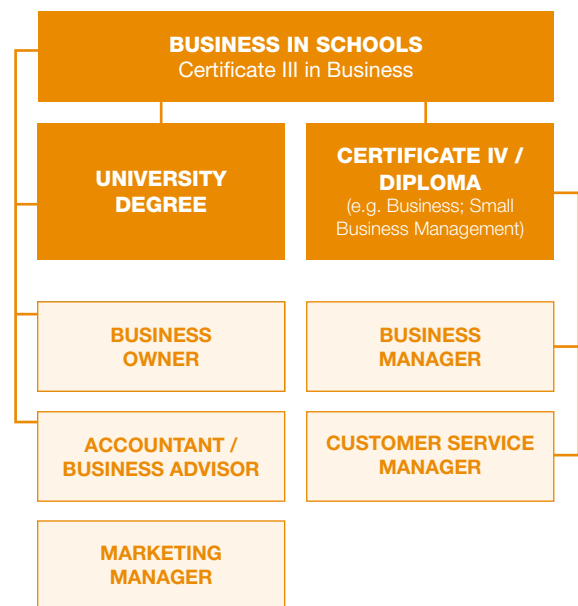
This program also includes the following:

› 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.

WHAT DO STUDENTS ACHIEVE?

› BSB30120 Certificate III in Business (max. 8 QCE Credits)

› Entry Qualification: BSB20120 Certificate II in Workplace Skills

› Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)

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

SKILLS ACQUIRED

› Leadership, innovation and creative thinking

› Customer service and teamwork

› Inclusivity and effective communication

› WHS and sustainability

› Financial literacy

› Business documentation

FLEXIBLE PROGRAMS   **PROJECT-BASED LEARNING**   **RESOURCES PROVIDED**

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RTO CODE 31319

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Registered Training Organisation:
Binnacle Training (RTO 31319)

Delivery Format:
2-Year Format

Timetable Requirements:
1-Timetable Line

Units of Competency:
18 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	TOPICS	PROJECTS
TERM 1	› Introduction to the Business Services Industry › Introduction to Entrepreneurship and Business › Introduction to Personal Finances	› Research Business Topics
TERM 2	› Research Topics and Create a Group Presentation › Workplace Health and Safety › Sustainable Work Practices	› Group Presentation › WHS Processes at the 'Go! Regional' Travel Expo
TERM 3	› Working in a Business Environment › Time Management	› Developing Teamwork in the Workplace
TERM 4	› Inclusive Work Practices › Workplace Communication	› Inclusivity and Communication in the Workplace
TERM 5	› Personal Finances	› Personal Budget for the Future
TERM 6	› Working in a Team › Critical Thinking Skills	› Critical Thinking at Go! Travel
TERM 7 PART 1 (Compulsory)	› Producing Simple Documents	› Binnacle Boss - Business Proposal
TERM 7 PART 2 (Optional)	› Designing and Producing Presentations	› Deliver a Focus Group Presentation

UNITS OF COMPETENCY

Code	Unit	Code	Unit
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	BSBWHS211	Contribute to the health and safety of others
BSBTWK201	Work effectively with others	BSBOPS201	Work effectively in business environments
BSBPEF202	Plan and apply time management	BSBCMM211	Apply communication skills
BSBCMM411	Make presentations*	BSBPEF402	Develop personal work priorities*