

2026 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:**

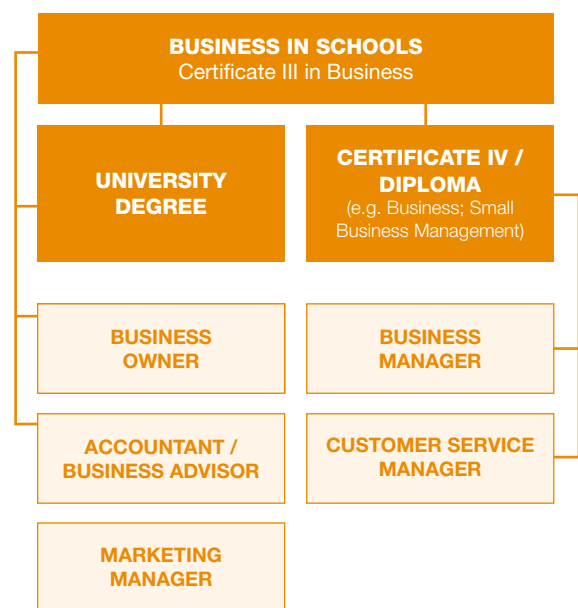
- › Student opportunities to design for a new product or service as part of our (non-accredited) Entrepreneurship Project - Binnacle Boss
- › Students examine business opportunities and participate in an Industry discovery

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



## 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



**Binnacle**  
Training  
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):**  
**\$395.00 per person** (Cert II qualification = \$345.00 + Cert III Gap Fee = \$50.00)

**QCE Outcome:**  
Maximum 8 QCE Credits

The school has entered a Third Party Agreement and will be recruiting prospective VET students, providing student support services, and conducting training and assessment on behalf of Binnacle Training.

A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.

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> </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> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Group Presentation</li> <li>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>
TERM 3	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Working in a Business Environment</li> <li>› Time Management</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Developing Teamwork in the Workplace</li> </ul>
TERM 4	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Workplace Communication</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace</li> </ul>
TERM 5	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Personal Finances</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Personal Budget for the Future</li> </ul>
TERM 6	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Working 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 PART 1 (Compulsory)	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Producing Simple Documents</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss - Business Proposal</li> </ul>
TERM 7 PART 2 (Optional)	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Designing and Producing Presentations</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Deliver a Focus Group Presentation</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
BSBXC301	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*

Please note this 2026 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).  
Access Binnacle's Product Disclosure Statement [here](#).