ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The assessment completion process
- Career pathways
- Binnacle Training Third-Party Arrangements
- Student enrolment

STUDENT INFORMATION

BSB20120 Certificate II in Workplace Skills

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1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualification: **BSB20120 Certificate II in Workplace Skills**. This course has been scheduled across one year (packaged into 4 terms) but may be extended over two years.

The course covers the skills and knowledge required of an employee entering the business services industry and/or pursuing further tertiary pathways at another education provider. Topics include:

- Planning and applying time management
- Developing self-awareness
- Safety and sustainability in the workplace
- Applying communication skills
- Using digital technologies and business software applications
- Working effectively with others
- Developing problem solving skills

2. Program Outline

The program involves developing entry level skills and knowledge of the business services industry. This learning will take place in a range of settings, including the classroom (knowledge and project planning), industry and the school community (project delivery).

Assessment activities include practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of short answer quizzes and research tasks that are completed online. Many of the practical tasks will also involve completing workplace documents (e.g. a Workload Management Plan).

3. Completing Assessments

All assessment resources are online (practical components are completed in a real or simulated business and tourism related environment) and each term has a specific number of assessment tasks.

Assessment completion will be regularly reviewed by the trainer and assessor and if incomplete or not yet satisfactory, it may be necessary to finalise the assessment outside of class time (e.g. during exam block) before the next school term commences.

Completed assessment and associated documentation will be stored online in the Binnacle Lounge for the trainer and assessor to mark ('Satisfactory' or 'Not Yet Satisfactory').

Students will need to provide/have access to a computer, laptop or tablet device with an internet connection.

1. Students complete the assessment each term:	• Knowledge assessments completed online in your Binnacle Lounge. • Demonstrate required skills in practical tasks. • Access to training resources to assist with assessment are provided in the respective assessment tab.
2. Assessor marks your assessment:	• Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform. • The assessor will mark your other assessment items (e.g. project, practical and case study). • The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.

3.1. Student Misconduct with Online Assessment and Disciplinary Procedures

Some assessment question types allow for students to submit evidence that may be the same or similar to that of another person or source (e.g. a group plan for a project upload or a response to a knowledge question copied from a website or a presentation). Outside of these occasions, Binnacle Training must ensure the evidence contributing to a unit of competency is authentic i.e. able to be proved as their own work.

Cheating or copying/plagiarising material from another person or resource is strictly prohibited. The below statement is included in the sign-off for each term:

I, the Candidate:

• Confirm the authenticity of the work submitted as my own, unless otherwise authorised by the assessment conditions.

In addition to an assessor checking for copying and/or plagiarised material, Binnacle Training as the Registered Training Organisation undertakes regular reviews of student assessment evidence.

As outlined in our Participant Handbook (Section 8 - Student Misconduct & Disciplinary Procedures), **Binnacle Training will not tolerate misconduct under any circumstance and a student may be asked to leave the program with no refund for misconduct such as cheating or plagiarising material.**

4. Units of Competency in this Program

The following table illustrates when units of competency are scheduled for finalisation.

	UNIT CODE	UNIT TITLE
TERMS 1-2	BSBTEC203	Research using the internet
	BSBTEC201	Use business software applications
	BSBWHS311	Assist with maintaining workplace safety
	BSBSUS211	Participate in sustainable work practices
	BSBWHS211	Contribute to the health and safety of self and others

	UNIT CODE	UNIT TITLE
TERMS 3-4	BSBOPS201	Work effectively in business environments
	BSBTWK201	Work effectively with others
	BSBPEF202	Plan and apply time management
	BSBCMM211	Apply communication skills
	BSBPEF201	Support personal wellbeing in the workplace

<u>Qualification scheduled for finalisation</u>: BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

5. Career Pathways

Graduates of BSB20120 Certificate II in Workplace Skills may explore further VET pathways in the business services industry (or interrelated industries such as tourism, hospitality or events) with another training provider.

If you are undertaking BSB20120 Certificate II in Workplace Skills in year 10 - depending on your school's current Third-Party Arrangement in place you may be in a position to progress to the BSB30120 Certificate III in Business with Binnacle Training across years 11-12.

Binnacle Training will provide training pathway opportunities for consideration as students are approaching course completion. See Figure 1 overpage.

Figure 1. Training and Employment Pathways from BSB20120 Certificate II in Workplace Skills

6. Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

Binnacle Training Responsibilities: Enrolling students into the VET course, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

School Responsibilities (as the third party): The provision of adequate physical (equipment and facilities) and human resources (program deliverer), and facilitating training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy, numeracy and digital literacy (LLND) assistance.

7. Student Enrolment

Student enrolment into the program requires the school to have a current Third-Party Agreement in place (enrolment is unable to be finalised until this requirement has been met).

8. LLND Skills

A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken within the Pre-Enrolment Pack to ensure that students have the capacity to effectively engage with the content and to identify support measures as required. The following examples provide a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

Reading	- Interpret information in relation to WHS and incidents. - Review and interpret communication information and organisational procedures. - Read and comprehend information on the requirements of the job role and organisation.
Writing	- Complete time management documentation using organisational formats. - Prepare documents to monitor and reflect on work performance. - Use structure and language appropriate to the audience and context when providing WHS information. - Complete resource sustainability documents using required formats. - Draft communication text (e.g. emails) using appropriate grammar, spelling and punctuation. - Proofread text for accuracy and compliance with task requirements. - Prepare simple correspondence (e.g. online messaging) using basic punctuation, text and correct spelling.
Verbal Communication	- Participate in time management discussions using suitable language and features. - Use relevant language and non-verbal communication when explaining WHS issues. - Use effective questioning and listening techniques to seek advice, information and feedback. - Present information and seek advice from colleagues using appropriate language and features.
Numeracy	- Interpret and adhere to set timeframes when completing tasks. - Calculate metric measurements to determine resource usage.

9. Definitions and Interpretations

Program. The course(s) or qualifications(s) in its entirety.

Registered Training Organisation (RTO). A training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

School (third party). The secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external RTO.

Training Product. Any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

For further information please access the Program Disclosure Statement in full.