TRAINING AND ASSESSMENT STRATEGY

Name of RTO	Binnacle Training College Pty Ltd
RTO Number	31319

Training Program	2026 Certificate II in Tourism (4 Terms)			
Program Details	SIT20122 Certificate II in Tourism			
Training Package	**Code**	SIT	**Title**	Tourism, Travel and Hospitality

	PACKAGING RULES:
	
	SIT20122 CERTIFICATE II IN TOURISM
	11 units must be completed, as follows:
	    ● 5 core units; plus 6 elective units, consisting of:
	        ▪ 3 units from Group A
	        ▪ 3 units from the list below, elsewhere in the SIT Training Package, or any other current Training Package or accredited course.			

Training Package Location	**Training Package Code & Release #**	SIT 2.2	**Release Date**	2 Mar 2023
	Go to details of certificate packaging rules on TGA: http://training.gov.au/Training/Details/SIT20122 **Download Training Package from TGA:** http://training.gov.au/Training/Details/SIT **Download Companion Volume implementation guide:** Tourism, Travel and Hospitality Training Package – Companion Volume			
	1	**Code:** SIT20122 **Title:** Certificate II in Tourism **Qualification Release #:** 1 **Release Date:** 10/06/2022		

UNIT CODE	UNIT TITLE	SIT20122 Certificate II in Tourism	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques
BSBTEC203	Research using the internet	Imported Elective	Term 2	Teacher (T-P)	A, C, D
BSBTEC201	Use business software applications	Listed Elective (C)	Term 2	Teacher (T-P)	A, C, D
SITXWHS005	Participate in safe work practices	Core	Term 2	Teacher (T-P)	A, B, C, D
SITTIND003	Source and use information on the tourism and travel industry	Core	Term 3	Teacher (T-P)	A, B, C, D
SITXCOM006	Source and present information	Listed Elective (C)	Term 3	Teacher (T-P)	A, C, D
CUAEVP211	Assist with the staging of public activities or events	Listed Elective (A)	Term 3	Teacher (T-P)	A, C, D
SITXCOM008	Provide a briefing or scripted commentary	Listed Elective (A)	Term 3	Teacher (T-P)	A, C
SITXCOM007	Show social and cultural sensitivity	Core	Term 4	Teacher (T-P)	A, C, D
SITXCCS009	Provide customer information and assistance	Core	Term 4	Teacher (T-P)	A, C, D
SITXCCS011	Interact with customers	Core	Term 4	Teacher (T-P)	A, B, D
SITXCCS010	Provide visitor information	Listed Elective (A)	Term 4	Teacher (T-P)	A, C, D

TRAINING ARRANGEMENTS (ALL UNITS)

Sole trainer and assessor (Teacher facilitated face-to-face delivery) – under the support of the Binnacle Program Management (PM) Team.

EVIDENCE GATHERING TECHNIQUES

The following matrix identifies the type of evidence that may be collected to enable judgements to be made about a student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements. Students may submit evidence to gain RPL for competencies.

EVIDENCE KEY	
A	Quiz and short answer
B	Case studies and scenarios
C	Project tasks
D	Practical Observations

Binnacle-School Third-Party Arrangement	This Binnacle Training Program is delivered via a third-party arrangement with individual schools.
	
	Binnacle Training (Lead RTO) – Responsibilities:
	    ☑ Provision of all requisite training and assessment resources, plus online learning – via Learning Management System (Binnacle Lounge).
	    ☑ Ongoing program support, including dedicated Program Manager and Administration Officer.
	    ☑ Outcomes of training and assessment.
	
	School (Third-Party) Responsibilities:
	    ☑ Human Resources (Program Deliverer and at least one nominated back-up deliverer)
	    ☑ Physical Resources (equipment and facilities)
	    ☑ Facilitation of training and assessment services, on behalf of Binnacle Training as the RTO.
	
	School and cohort-specific information will be collected, and approved via Third-Party Monitoring Processes conducted by Binnacle Training.

Target Group	This program is offered to senior high school students (commencing in Year 10 or Year 11) wanting to: ● seek skills and an entry-level qualification for the Tourism and Travel industry; and ● use the qualification as an articulation into a higher certification (e.g. Certificate III in Tourism or Certificate III in Business). **QLD SCHOOLS** Upon successful completion of SIT20122 Certificate II in Tourism, students are certified with a maximum 4 Queensland Certificate of Education (QCE) credits.
Entry Requirements	There are no formal training package entry requirements for this qualification.
Learning and Assessment Arrangements	**DURATION** The program content has been packaged into 4 terms [based on delivery across **one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 1 year**]. This is consistent with the AQF volume of learning guidelines and can be adjusted depending on the learner cohort and individual students. A blended-delivery model will be used whereby students will have access to: ● Trainer-led classroom delivery of content. ● Self-directed learning modules. ● Practical skill development reflective of workplace tasks. ● Online modules that house learning content (within the Binnacle Lounge). ● Assessment activities to be completed online within the Binnacle Lounge. ● Assessment activities and projects to be completed in the classroom and/or student-led environment. ● Participation in an 'Industry Discovery' is highly recommended although not mandatory for the course. This program uses single unit and clustered unit assessment. Assessment and training will be conducted at the school. Assessment methodologies will vary according to specific requirements of the Units of Competency. A range of methods will be used, including: ● Knowledge quizzes, short answer questions and other project/case study reports. ● Skills demonstrations, reports, documents, observations. ● Simulated assessment environment (Tourism-related industry) – located at the school - for demonstration of skills (practical observations).

	Under supervision, students will undertake projects, and plan and deliver a range of services and events to members of the school community (students, teachers, and staff). Some of these projects may involve an 'outside subject timetable' commitment on behalf of the students and the deliverer (supervision). There is also an element of self-study (formative activities scheduled for students to undertake outside of class time). These activities are used by students to enhance their understanding of the content and are undertaken prior to assessment for that particular module or topic of study. Additional practical experience is undertaken by students across the program. Note while strongly recommended, 'Industry Discovery' is not mandatory.

Learning and Assessment Arrangements	**ORGANISATION** 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 services and events to customers within the school community (students, teachers and staff). A range of teaching and learning strategies will be used to deliver the competencies. These include: - Practical tasks - Range of hands-on activities including customer interactions - Group work - Projects within the school (minimum of one different project per school term) - Practical experience within the school and outside of the school Evidence contributing towards each competency will be collected throughout the program. This evidence will be used to make judgements of competency that are aligned with, and reflect, the requirements of each unit of competency.

Learning and Assessment Arrangements	**LANGUAGE, LITERACY, NUMERACY AND DIGITAL LITERACY ASSISTANCE** Support is available to all students and can be organised - through the deliverer - on a case-by-case and as needed basis throughout the program. 'Reasonable adjustment' is offered for most assessment items. This is indicated in the assessment table at the top of each assessment and is allocated based on the unit of competency requirements.

Learning and Assessment Arrangements	**OPPORTUNITY FOR RPL AND CREDIT TRANSFER** **Recognition of Prior Learning (RPL)** is an assessment process that evaluates an individual's informal learning to determine the extent to which that individual has achieved the required competency outcomes. **Credit Transfer** is applying credit for a unit of competency that has previously been completed (successfully) by a student. Credit Transfer is offered both at enrolment and throughout the training program. A verified copy of the student's Qualification and/or Statement of Attainment listing the units of competency that have previously been completed is required as evidence for Credit Transfer. Both RPL and Credit Transfer are available to students. Due to students being of high school age, usually with limited prior qualifications or work history, students typically undergo a train-to-assess pathway. An RPL assessment pathway will require verifiable evidence of a student's prior learning (e.g. Statement of Attainment for previously completed superseded units).

Learning and Assessment Arrangements	**COURSE STRUCTURE**	
	TERM 1	<u>Topics:</u> - Introduction to the Tourism and Travel Industry - Introduction to Entrepreneurship and Business - Introduction to the Business Services Industry <u>Projects:</u> - Research Business Topics

	TERM 2	Topics: ● Business Software Applications and Research ● Workplace Health and Safety Projects: ● Research Report ● Emergency at the Go! Travel Office
	TERM 3	Topics: ● Source, Use and Present Information on the Tourism and Travel Industry ● Public Activities and Events Projects: ● Tourism Industry Research ● Present Information at an Industry Event
	TERM 4	Topics: ● Providinig Information to Visitors and Customers ● Interacting with Customers ● Showing Social and Cultural Sensitivity Projects: ● Go! Travel 'VIP' Information Evening ● Interact with Customers at the Go! Travel Agency ● Show Social and Cultural Sensitivity in the Tourism Industry

Learning Resources	Students are provided with a full Course Content kit that is specific to each term of study which includes: ● Unit Plan ● Learner Companions ● Learning Modules ● Online Activities ● Videos ● Work templates and other work-related documents (e.g. policy manuals)

School Physical Resource Requirements	Students must have access to all physical resources (either individually or through resources supplied by the school). Refer to: School Physical Resource Requirements

Teacher Human Resource Requirements	Refer to: Teacher Human Resource Requirements Nominated trainer/s are listed against each unit of competency required to be completed in order for the student to achieve the qualification.

Pathways	This Program will be used predominantly by students seeking to enter the 'Tourism and Travel' or interrelated industries (e.g. Business Services) and/or as a pathway to a higher-level qualification. Students may also choose to continue their study by completing the Certificate III in Tourism or Certificate III in Business through another Registered Training Organisation.

LLND	A Language, Literacy, Numeracy and Digital Literacy (LLND) Screening process is undertaken prior to enrolment to provide students with course suitability advice. The ACSF (Australian Course Skills Framework) levels identified within the units of competency for this short course are: • Learning = 3 • Reading = 3 • Writing = 3 • Oral Communication = 2 • Numeracy = 2

	The [DLSF](#) (Digital Literacy Skills Framework) outlines the digital literacy performance levels required to use digital technologies for personal, educational and employment goals.

AVETMISS Reporting	Students are enrolled in the relevant units of competency and the results are forwarded at the end of each term (as a minimum) to the Queensland Department of Trade, Employment and Training (DTET) indicating if competency has been attained or is continuing. Binnacle Program Management and Administration staff verify that accurate and up-to-date information is recorded.

QLD SCHOOLS: Permission is provided to DTET for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA). |