

TRAINING AND ASSESSMENT STRATEGY

Name of RTO	Binnacle Training College Pty Ltd
RTO Number	31319

Training Program	2026 Certificate III in Business + Certificate II in Workplace Skills (7 Terms)			
Program Details	BSB30120 Certificate III in Business + BSB20120 Certificate II in Workplace Skills (Dual Qualification)			
Training Package	Code	BSB	Title	Business Services
	<p><u>PACKAGING RULES:</u></p> <p>BSB30120 CERTIFICATE III IN BUSINESS <u>13 units must be completed</u>, as follows:</p> <ul style="list-style-type: none"> 6 core units; plus 7 elective units, of which: <ul style="list-style-type: none"> 2 elective units must be selected from Group A 1 elective unit must be selected from Group B For the remaining 4 elective units: <ul style="list-style-type: none"> Up to 4 units may be selected from Groups A-G. If not listed, up to 3 units may be selected from a Certificate II, Certificate III or Certificate IV from this or any other currently endorsed Training Package qualification or accredited course. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. <p>BSB20120 CERTIFICATE III IN WORKPLACE SKILLS <u>10 units must be completed</u>: 5 core units; plus 5 elective units, of which:</p> <ul style="list-style-type: none"> 5 core units; plus 5 elective units, of which: <ul style="list-style-type: none"> 1 elective unit must be selected from Group A 1 elective unit must be selected from Group B For the remaining 3 elective units: <ul style="list-style-type: none"> Up to 3 units may be selected from Groups A, B and C. If not listed, up to 2 units may be selected from a Certificate I, Certificate II or Certificate III from this or any other currently endorsed Training Package qualification or accredited course. Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. 			
Training Package Location	Training Package Code & Release #	BSB 8.1	Release Date	03/07/2025
	<p>Go to details of certificate packaging rules on TGA: https://training.gov.au/Training/Details/BSB30120 http://training.gov.au/Training/Details/BSB20120</p> <p>Download Training Package from TGA: http://training.gov.au/Training/Details/BSB</p> <p>Download Companion Volume implementation guide: Business Services Training Package – Companion Volumes</p>			



	1	Code: BSB30120 Title: Certificate III in Business Qualification Release #: 2 Release Date: 25/01/2022
	2	Code: BSB20120 Title: Certificate II in Workplace Skills Qualification Release #: 2 Release Date: 12/02/2021

UNIT CODE	UNIT TITLE	BSB20120 Certificate II in Workplace Skills	BSB30120 Certificate III in Business	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques
BSBTEC201	Use business software applications	Listed Elective (B)	Elective Imported	Term 2	Teacher (T-P)	A, C, D
BSBTEC203	Research using internet	Listed Elective (B)	Elective Imported	Term 2	Teacher (T-P)	A, B, C, D
BSBWHS311	Assist with maintaining workplace safety	Imported Elective	Core	Term 2	Teacher (T-P)	A, B, C, D
BSBWHS211	Contribute to the health and safety of self and others	Core		Term 2	Teacher (T-P)	A, C, D
BSBSUS211	Participate in sustainable work practices	Core	Core	Term 2	Teacher (T-P)	A, B, C, D
BSBOPS201	Work effectively in business environments	Core		Term 3	Teacher (T-P)	A, C, D
BSBTWK201	Work effectively with others	Listed Elective (C)		Term 3	Teacher (T-P)	A, C, D
BSBPEF202	Plan and apply time management	Core		Term 3	Teacher (T-P)	A, C, D
BSBCMM211	Apply communication skills	Core		Term 4	Teacher (T-P)	A, C, D
BSBPEF201	Support personal wellbeing in the workplace	Listed Elective (A)	Core	Term 4	Teacher (T-P)	A, B, C, D
BSBTWK301	Use inclusive work practices		Core	Term 4	Teacher (T-P)	A, C, D
BSBXCM301	Engage in workplace communication		Core	Term 4	Teacher (T-P)	A, C, D
FNSFLT311	Develop and apply knowledge of personal finances		Elective Imported	Term 5	Teacher (T-P)	A, B, C, D
BSBXTW301	Work in a team		Listed Elective (C)	Term 6	Teacher (T-P)	A, C, D
BSBPEF301	Organise personal work priorities		Listed Elective (B)	Term 6	Teacher (T-P)	A, B, C, D
BSBCRT311	Apply critical thinking skills in a team environment		Core	Term 6	Teacher (T-P)	A, C, D
BSBTEC301	Design and produce business documents		Listed Elective (A)	Term 7	Teacher (T-P)	A, C, D
BSBWRT311	Write simple documents		Listed Elective (A)	Term 7	Teacher (T-P)	A, C
OPTIONAL ADDITIONAL ELECTIVE UNITS OF COMPETENCY - COMPLETED IN TERM 7 OF THE COURSE						
UNIT CODE	UNIT TITLE	BSB20120 Certificate II in Workplace Skills	BSB30120 Certificate III in Business	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques
BSBCMM411	Make presentations		Imported Elective	Term 7	Teacher (T-P)	A, C, D
BSBPEF402	Develop personal work priorities		Imported Elective	Term 7	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	<p>This Binnacle Training Program is delivered via a third-party arrangement with individual schools.</p> <p>Binnacle Training (Lead RTO) – Responsibilities:</p> <ul style="list-style-type: none"> ☑ 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. <p>School (Third-Party) Responsibilities:</p> <ul style="list-style-type: none"> ☑ 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. <p>School and cohort-specific information will be collected, and approved via Third-Party Monitoring Processes conducted by Binnacle Training.</p>
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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 Business Services industry; and
- use the qualifications as an articulation into:
 - a higher certification (e.g. Certificate IV in/ Diploma of Business); or
 - University (e.g. Bachelor of Business).

QLD SCHOOLS

Upon successful completion, students are certified with a maximum 8 Queensland Certificate of Education (QCE) credits as follows:

BSB20120 Certificate II in Workplace Skills (10 units)	BSB30120 Certificate III in Business (8/13 units; 5 overlapping units reported as Credit Transfer)	Expected Total QCE credits (assuming 90% or greater new learning)	Comments
4	4*	8	* 4 Credits obtained from Certificate III (>50% new learning)

Entry Requirements	<p>There are no formal training package entry requirements for this qualification.</p>
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Learning and Assessment Arrangements	<p><u>DURATION</u></p> <p>The program content has been packaged into <u>7 terms</u> [based on delivery across one line on the timetable (minimum 3 lessons per week, i.e. 210 minutes per week) over 2 years]. This is consistent with the AQF volume of learning guidelines and can be adjusted depending on the learner cohort and individual students. All evidence requirements pertaining to the entry qualification BSB20120 Certificate II in Workplace Skills are scheduled across Terms 1-4. Terms 5-7 evidence requirements are aligned only to BSB30120 Certificate III in Business.</p>
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Learning and Assessment Arrangements	<p>A blended-delivery model will be used whereby students will have access to:</p> <ul style="list-style-type: none"> • 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).
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	<ul style="list-style-type: none"> • 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. <p>This program uses single unit and clustered unit assessment.</p> <p>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:</p> <ul style="list-style-type: none"> • Knowledge quizzes, short answer questions and other project/case study reports. • Skills demonstrations, reports, documents, observations. • Simulated assessment environment (Business & Tourism-related industry) – located at the school - for demonstration of skills (practical observations). <p>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).</p> <p>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.</p> <p>Additional practical experience is undertaken by students across the program. Note while strongly recommended, 'Industry Discovery' is not mandatory.</p>
Learning and Assessment Arrangements	<p><u>ORGANISATION</u></p> <p>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).</p> <p>A range of teaching and learning strategies will be used to deliver the competencies. These include:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Learning and Assessment Arrangements	<p><u>LANGUAGE, LITERACY, NUMERACY AND DIGITAL LITERACY ASSISTANCE</u></p> <p>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.</p> <p>'Reasonable adjustment' is offered for most assessment items. This is indicated in the assessment table at the top of each assessment and are allocated based on the unit of competency requirements.</p>
Learning and Assessment Arrangements	<p><u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u></p> <p>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.</p> <p>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.</p>

	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).
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Learning and Assessment Arrangements	COURSE STRUCTURE	
	TERM 1	<u>Topics:</u> <ul style="list-style-type: none"> Introduction to the Business Services Industry Introduction to Entrepreneurship and Business Introduction to Personal Finances <u>Projects:</u> <ul style="list-style-type: none"> Research Business Topics
	TERM 2	<u>Topics:</u> <ul style="list-style-type: none"> Research Topics and Group Presentation Workplace Health and Safety Sustainable Work Practices <u>Projects:</u> <ul style="list-style-type: none"> Group Presentation WHS Processes at the 'Go! Regional' Travel Expo
	TERM 3	<u>Topics:</u> <ul style="list-style-type: none"> Working in a Business Environment Time Management <u>Projects:</u> <ul style="list-style-type: none"> Developing Teamwork in the Workplace
Learning and Assessment Arrangements	TERM 4	<u>Topics:</u> <ul style="list-style-type: none"> Inclusive Work Practices Workplace Communication <u>Projects:</u> <ul style="list-style-type: none"> Inclusivity and Communication in the Workplace <p><i>The Certificate II in Workplace Skills (BSB20120) entry qualification is scheduled to be finalised at the end of Term 4. Students are provided the option to complete the Certificate II in Workplace Skills only (exit point).</i></p>

Learning and Assessment Arrangements	TERM 5	<u>Topics:</u> <ul style="list-style-type: none"> Personal Finances <u>Projects:</u> <ul style="list-style-type: none"> Personal Budget for the Future
	TERM 6	<u>Topics:</u> <ul style="list-style-type: none"> Working in a Team Critical Thinking Skills <u>Projects:</u> <ul style="list-style-type: none"> Critical Thinking at Go! Travel
	TERM 7 PART 1	<u>Topics:</u> <ul style="list-style-type: none"> Producing Simple Documents <u>Projects:</u> <ul style="list-style-type: none"> Binnacle Boss – Business Proposal
	TERM 7 PART 2 (OPTIONAL)	<u>Topics:</u> <ul style="list-style-type: none"> Designing and Producing Presentations <u>Projects:</u> <ul style="list-style-type: none"> Deliver a Focus Group Presentation

Learning Resources	<p>Students are provided with a full Course Content kit that is specific to each term of study which includes:</p> <ul style="list-style-type: none"> • Unit Plan • Learner Companions • Learning Modules • Online Activities • Videos • Work templates and other work-related documents (e.g. policy manuals)
School Physical Resource Requirements	<p>Students must have access to all physical resources (either individually or through resources supplied by the school).</p> <p>Refer to: School Physical Resource Requirements</p>
Teacher Human Resource Requirements	<p>Refer to: Teacher Human Resource Requirements</p> <p>Nominated trainer/s are listed against each unit of competency required to be completed in order for the student to achieve the qualification.</p>
Pathways	<p>This Program will be used predominantly by students seeking to enter the Business Services Industry and/or as an alternative entry into University.</p> <p>QLD SCHOOLS: Graduates may be able to use their Certificate III in Business to improve their chances of gaining tertiary entrance. Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit https://www.qcaa.qld.edu.au/parents-carers/senior-secondary</p> <p>Students may also choose to continue their study by completing the Certificate IV in/Diploma of Business through another Registered Training Organisation.</p>
LLND	<p>A Language, Literacy, Numeracy and Digital Literacy (LLND) Screening process is undertaken prior to enrolment to provide students with course suitability advice.</p> <p>The ACSE (Australian Course Skills Framework) levels identified within the units of competency for this short course are:</p> <ul style="list-style-type: none"> • Learning = 4 • Reading = 3 • Writing = 3 • Oral Communication = 3 • Numeracy = 2 <p>The DLSE (Digital Literacy Skills Framework) outlines the digital literacy performance levels required to use digital technologies for personal, educational and employment goals.</p>
AVETMISS Reporting	<p>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.</p> <p>QLD SCHOOLS: Permission is provided to DTET for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA).</p>