



## 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

## Personal Finances (1-Unit Short Course)

# Table of Contents

---

1. Program Inclusions	3
2. Program Outline	3
3. Completion Requirements and LLND	3
4. Completing Assessments	3
4.1. Student Misconduct with Online Assessment and Disciplinary Procedures	4
5. Unit of Competency in this Program	5
6. Career Pathways	5
7. Binnacle Training Third-Party Arrangements	6
8. Student Enrolment	6
9. LLND Skills	6
10. Definitions and Interpretations	7

# 1. Program Inclusions

---

This program is offered as a senior school subject and incorporates a nationally recognised unit of competency towards qualification: BSB30120 Certificate III in Business (partial completion). This short course has been scheduled across one term.

This short course covers foundational skills and knowledge required in the Business Services industry including:

- Developing, maintaining and applying knowledge of personal finances, including taxation, superannuation and insurance

This is achieved by students working alongside an experienced Business qualified Teacher (Program Coordinator) to undertake projects within their school community including:

- Project: Create a Personal Budget for the Future

## 2. Program Outline

---

This course is delivered by your program deliverer (trainer and assessor) via a third-party agreement between Binnacle Training (as the lead RTO) and the school (as the third party).

This short course has been packaged into a 1-Term format, based on 3 x 70 minute lessons (plus 1 x 70 minute self-directed learning session) per week.

The program involves developing some entry level personal finances skills and knowledge required of the Business Services industry. This learning will take place in a range of settings, including the classroom (knowledge and project planning).

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 budget spreadsheet).

## 3. Completion Requirements and LLND

---

The minimum age to enrol in this course is 14 years. During pre-enrolment, students will complete an LLND Screening (via LLN Robot) to establish that they have the required, suitable language, literacy, numeracy and digital skills to complete the course.

## 4. Completing Assessments

---

All assessment resources are online (practical components are completed in a real or simulated Business related environment) and the 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).

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.

<b>1. Students complete the assessment:</b>	<ul style="list-style-type: none"><li>Knowledge assessments completed online in your Binnacle Lounge.</li><li>Demonstrate required skills in practical tasks.</li><li>Access to training resources to assist with assessment are provided in the respective assessment tab.</li></ul>
<b>2. Assessor marks your assessment:</b>	<ul style="list-style-type: none"><li>Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform.</li><li>The assessor will mark your other assessment items (e.g. project, practical and case study).</li><li>The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.</li></ul>

#### **4.1. 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 the 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.**

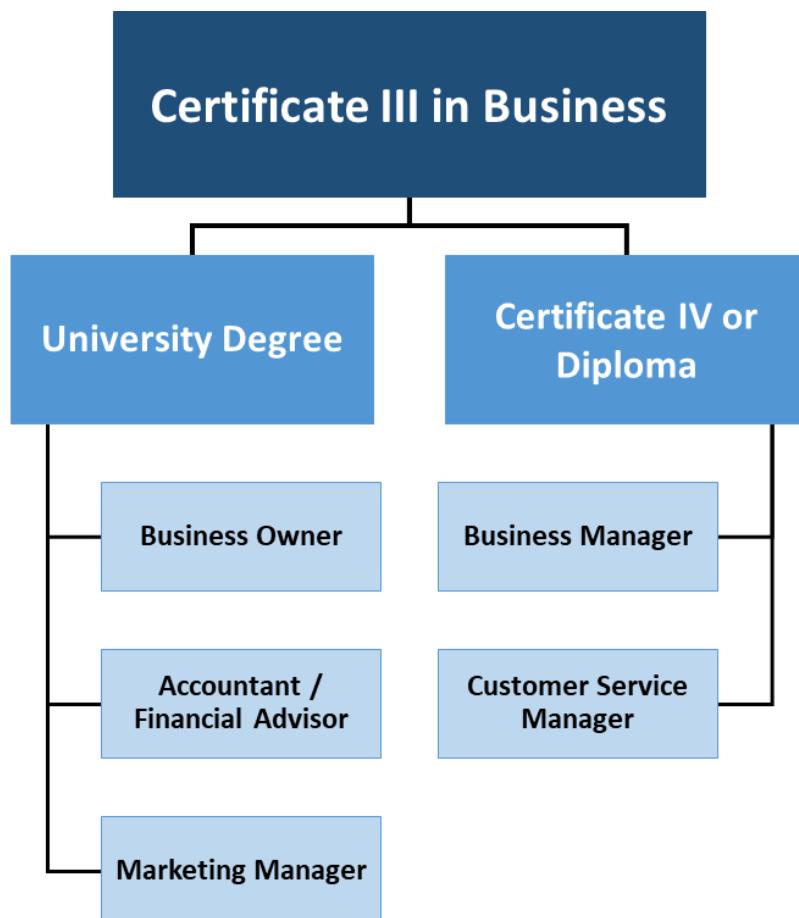
## 5. Unit of Competency in this Program

	UNIT CODE	UNIT TITLE
TERM 1	FNSFLT311	Develop and apply knowledge of personal finances

## 6. Career Pathways

Graduates of the ‘Personal Finances (1-Unit Short Course)’ program may explore the nationally recognised qualification: Certificate III Business program with Binnacle Training (dependent on the Third Party Arrangement in place with your School) or at another training provider.

See below pathways available from the full qualification: BSB30120 Certificate III in Business.



**Training and Employment Pathways from BSB30120 Certificate III in Business**

## 7. 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, providing online training and assessment, 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 i.e. qualified trainer and assessor), and delivering training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

## 8. 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).

## 9. LLND Skills

---

A Language, Literacy, Numeracy and Digital (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, verbal communication and other skills that would be expected in order to satisfy competency requirements:

<b>Numeracy</b>	<ul style="list-style-type: none"><li>Perform a range of mathematical calculations to interpret financial information, and to balance or create budgets and savings plans.</li></ul>
<b>Verbal Communication</b>	<ul style="list-style-type: none"><li>Use active listening and questioning to source advice and develop a clear understanding of information.</li></ul>
<b>Reading</b>	<ul style="list-style-type: none"><li>Research and interpret written information from a range of sources to identify relevant aspects for the required task.</li></ul>
<b>Writing</b>	<ul style="list-style-type: none"><li>Record and document information using correct language, terminology and concepts.</li></ul>
<b>Self-management</b>	<ul style="list-style-type: none"><li>Maintain up-to-date knowledge of personal financial management necessary for own situation.</li><li>Plan routine tasks and organise work according to defined requirements.</li></ul>
<b>Technology</b>	<ul style="list-style-type: none"><li>Use digital systems and tools to complete tasks, and to access and manage finance related information.</li></ul>

# 10. 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.