Binnacle Training
RTO CODE 31319

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

BSB30120 Certificate III in Business & SIT20122 Certificate II in Tourism

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1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualifications:

- BSB30120 Certificate III in Business
- SIT20122 Certificate II in Tourism

This course has been scheduled across two years (packaged into 7 terms).

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

- Research topics and group presentations
- Workplace health and safety and sustainability
- Providing information and interacting with customers
- Social and cultural sensitivity
- Inclusive work practices and communication
- Teamwork and critical thinking
- Designing and producing business documents

1.1. Entry Qualification – SIT20122 Certificate II in Tourism

Students undertake the entry qualification: **SIT20122 Certificate II in Tourism** across Terms 1-4. Three units of competency in the Certificate II in Tourism (SIT20122) overlap with the Certificate III in Business (BSB30120).

Qualification	Terms of Training/Assessment	
	Terms 1-4	**Terms 5-7**
SIT20122 Certificate II in Tourism	Total 11 units: - 3 overlapping with BSB30120; and 8 additional.	N/A
BSB30120 Certificate III in Business	Total 13 units: - 5 units scheduled in Terms 1-4; 8 units scheduled in Terms 5-7.	

2. Program Outline

The program involves developing the entry level 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), 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).

2.1. Mode of Delivery

This program uses a blended mode of delivery which includes face-to-face plus online training and assessment such as classroom lessons, digital learning modules, virtual lessons, online and practical assessment.

3. LLND and Course Suitability Advice

During pre-enrolment, students will complete an LLND Screening (via LLN Robot) to establish their language, literacy, numeracy and digital literacy skill levels and will be provided with advice about whether the course is suitable for them.

Based on the outcome of this review, the school (on behalf of Binnacle Training) will provide the student with advice regarding the suitability of the training product to each prospective student prior to enrolment being finalised. This process ensures students are fully informed about the program requirements before committing to the course or incurring any associated fees.

The following examples provide a snapshot of the reading, writing, numeracy, verbal communication, and digital literacy skills that would be expected in order to satisfy competency requirements:

Reading	- Interpret information in relation to procedures, work performance and objectives. - Research and interpret written information about personal finances from a range of sources. - Interpret WHS legislation, policies and procedures. - Interpret information from a range of sources on the requirements to design and produce business documents. - Proofread business documents to check grammar, spelling, structure, style and format.
Writing	- Prepare written reports and documents to prioritise work tasks. - Record and document budget information accurately using correct language, terminology and concepts. - Document WHS information using risk assessments and industry specific vocabulary. - Complete sustainability audit templates using relevant terminology. - Vary writing style according to audience and purpose. - Develop business documents using required formatting, accurate spelling and grammar as well as specific terminology. - Prepare recommendation reports using clear and effective sequencing, formatting and wording.
Verbal Communication	- Provide and receive feedback on work priorities using specific and relevant language. - Participate in wellbeing discussions in the workplace using clear language. - Present WHS information using appropriate language and non-verbal communication. - Adjust tone, speech and pace to suit verbal interactions in the workplace. - Use listening and questioning skills to seek additional information when writing business documents.
Numeracy	- Perform a range of mathematical calculations to interpret financial information and maintain a budget. - Calculate metric measurements to determine resource usage.

Digital Literacy	• Understand functions and features of specific digital applications and use these to perform work tasks. • Use digital tools to complete tasks.

4. Fees

Binnacle Training invoices the school directly for the cost of the program. This means that students do not pay any fees directly to Binnacle.

Students should check with their school about payment - it may be set up like other subjects, and there may be additional fees for:

1. Learning resources or textbooks
2. Excursions or site visits
3. Equipment or materials specific to your program

A detailed breakdown of course fees can be found on the Binnacle Training website.

Refund Requests: As per the Student Handbook, Binnacle Training aims to minimise the need for refunds by invoicing the school directly for programs after the enrolment cut-off date (30 June in the year of commencement). This means that you don't pay any fees directly to Binnacle Training.

However, if you are dissatisfied with your Binnacle Training program, you can apply for a refund through your school, and they will contact us to process it. You can also request a refund directly from Binnacle Training by completing a Refund Request form. We will then contact your school to confirm the request.

5. 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.

6. Units of Competency in this Program

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

UNIT CODE	UNIT TITLE	SIT20122 Certificate II in Tourism	BSB30120 Certificate III in Business	Scheduled for Finalisation
BSBTEC203	Research using the internet	Elective Imported	Elective Imported	Term 2
BSBTEC201	Use business software applications	Elective Imported	Elective Imported	Term 2
SITXWHS005	Participate in safe work practices	Core	Elective Imported	Term 2
BSBWHS311	Assist with maintaining workplace safety		Core	Term 2
BSBSUS211	Participate in sustainable work practices		Core	Term 2
SITTIND003	Source and use information on the tourism and travel industry	Core		Term 3
SITXCOM006	Source and present information	Elective Imported		Term 3
CUAEVP211	Assist with the staging of public activities or events	Listed Elective (A)		Term 3
SITXCOM008	Provide a briefing or scripted commentary	Listed Elective (A)		Term 3
SITXCOM007	Show social and cultural sensitivity	Core		Term 4
SITXCCS011	Interact with customers	Core		Term 4
SITXCCS010	Provide visitor information	Listed Elective (A)		Term 4
SITXCCS009	Provide customer information and assistance	Core		Term 4
BSBPEF201	Support personal wellbeing in the workplace		Core	Term 5
BSBTWK301	Use inclusive work practices		Core	Term 5
BSBXCM301	Engage in workplace communication		Core	Term 5
BSBXTW301	Work in a team		Listed Elective (C)	Term 6
BSBPEF301	Organise personal work priorities		Listed Elective (B)	Term 6
BSBCRT311	Apply critical thinking skills in a team environment		Core	Term 6
BSBTEC301	Design and produce business documents		Listed Elective (A)	Term 7
BSBWRT311	Write simple documents		Listed Elective (A)	Term 7

OPTIONAL ADDITIONAL ELECTIVE UNITS OF COMPETENCY - COMPLETED IN TERM 7 OF THE COURSE

UNIT CODE	UNIT TITLE	SIT20122 Certificate II in Tourism	BSB30120 Certificate III in Business	Scheduled for Finalisation
BSBCMM411	Make presentations		Imported Elective	Term 7
BSBPEF402	Develop personal work priorities		Imported Elective	Term 7

7. Career Pathways

Graduates of BSB30120 Certificate III in Business may explore further VET pathways (e.g. BSB40120 Certificate IV in Business) at another training provider. Binnacle Training will provide training pathway opportunities for consideration as students are approaching course completion. See Figure 1 below.

Figure 1. Training and Employment Pathways from BSB30120 Certificate III in Business & SIT20122 Certificate II in Tourism

8. 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 i.e. qualified trainer and assessor), 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, and course suitability advice.

9. 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).

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.