



2027 SHORT COURSE GUIDE



**Binnacle
Training**

RTO CODE 31319



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OFFICIATING (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This 4-Unit Short Course is a great Year 10 (or Year 11 or 12) option for HPE or Sports Academy Programs.

Topics of study cover legal and ethical responsibilities of an Official, how to prepare for officiating through mental and physical preparation, and the expectations of an Official (focusing on behaviour and communication).

The school has entered a Third Party Agreement and will be recruiting prospective VET students, providing student support services and conducting training and assessment on behalf of Binnacle Training.

A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.

Delivery Format:

1-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

2 Units

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

Cost (Fee-For-Service):

\$75.00 per person

QCE Outcome:

0 QCE Credits

Important Note: 2-Units of Competency towards SIS20321 Certificate II in Sport Coaching

COURSE SCHEDULE

	TOPICS
TERM 1	<ul style="list-style-type: none"> Legal and Ethical Responsibilities of an Official Physical and Mental Preparation for Officiating Behaviour and Communication Expectations of an Official
	PROGRAMS
	<ul style="list-style-type: none"> Officiate Sporting Competitions

UNITS OF COMPETENCY	
SISSSOF001	Work as an official in sport
SISSSOF003	Officiate sport competitions

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COACHING (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

Delivery Format:

1-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

2 Units

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

Combination of classroom and project-based learning, online learning (self-study) and practical work-related experience

Cost (Fee-For-Service):

\$75.00 per person

QCE Outcome:

0 QCE Credits

Important Note: 2-Units of Competency towards SIS20321 Certificate II in Sport Coaching

COURSE OVERVIEW & OUTLINE

This 4-Unit Short Course is a great Year 10 (or Year 11 or 12) option for HPE or Sports Academy Programs.

Topics of study include beginning coaching principles, and communicating and collaborating with others in a sport environment. This leads to experience in delivering coaching sessions.

The school has entered a Third Party Agreement and will be recruiting prospective VET students, providing student support services and conducting training and assessment on behalf of Binnacle Training.

A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.

COURSE SCHEDULE

TOPICS	
TERM 1	<ul style="list-style-type: none"> › Beginning Coaching Principles › Communicating and Collaborating in a Sport Environment
	PROGRAMS
	<ul style="list-style-type: none"> › Deliver Coaching Sessions

UNITS OF COMPETENCY	
SISSCO009	Work collaboratively with others in a sport environment
BSBCMM211	Apply communication skills

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INCLUSIVITY AND COMMUNICATION IN THE WORKPLACE (3-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This 3-Unit Short Course provides students with an opportunity to participate in two practical projects where they will develop skills in communication and social and cultural awareness.

This is a wonderful course for preparing senior students for customer service related employment.

**These units of competency form part of Binnacle Training's Dual Qualification: BSB30120 Certificate III in Business + SIT20125 Certificate II in Tourism.*

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A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.

Delivery Format:

1-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

3 Units

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

Combination of classroom and self directed online learning

Cost (Fee-For-Service):

\$75.00 per person

QCE Outcome:

Maximum 1 QCE Credit

Important Note: 3-Units of Competency towards SIT20125 Certificate II in Tourism

COURSE SCHEDULE

TOPICS	
TERM 1	<ul style="list-style-type: none"> › Plan and Participate in Workplace Communication › Work Effectively with Individual Differences › Assess Use of Inclusive Practices › Communicate with Customers and Colleagues from Diverse Backgrounds › Address Cross-Cultural Misunderstandings
	PROJECTS
	<ul style="list-style-type: none"> › Inclusivity and Communication in the Workplace › 'Go! Regional' Travel Expo Display – Plan, Deliver and Review › Show Social and Cultural Sensitivity in the Tourism Industry › Interact with Customers › Handling Cross-Cultural Misunderstandings (role play)
UNITS OF COMPETENCY	
BSBXC301	Engage in workplace communication
BSBTWK301	Use inclusive work practices
SITXCOM007	Show social and cultural sensitivity

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TECHNOLOGY IN THE WORKPLACE (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This 2-Unit Short Course provides students with an opportunity to use business software applications and use digital technologies to communicate in the workplace.

Students will plan, draft and finalise presentation designs to present to peers. Students will collaborate in teams using an array of digital communications. These are skills that will assist in many areas of future work and study.

**These units of competency form part of Binnacle Training's BSB20120 Certificate II in Workplace Skills.*

The school has entered a Third Party Agreement and will be recruiting prospective VET students, providing student support services and conducting training and assessment on behalf of Binnacle Training.

A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.

Delivery Format:

1-Term Format

Timetable Requirements:

1-Timetabled Line

Units of Competency:

2 Units

Suitable Year Level(s):

Year 10 (or Year 11 or 12)

Study Mode:

Combination of classroom and self directed online learning

Cost (Fee-For-Service):

\$75.00 per person

QCE Outcome:

0 QCE Credits

COURSE SCHEDULE

	TOPICS
TERM 1	› Business Software Applications
	› Select and Prepare to Use Technology
	› Input and Process Information Data
	› Finalise and Store Documents
	› Methods of Digital Communication
	› Send and Receive Digital Communications
	› Managing Digital Communications
	PROJECTS
	› Travel Package Presentation

UNITS OF COMPETENCY	
BSBTEC201	Use digital software applications
BSBTEC202	Use digital technologies to communicate in a work environment

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PERSONAL FINANCES (1-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This Short Course is all about students developing their money management skills.

Students are provided with a budget template required to set financial goals and are prompted to input budget data in accordance with a progressive real life scenario. This is a great course for preparing your senior students with Financial Literacy skills and knowledge.

**This unit of competency has been included by Binnacle Training as an 'imported elective' in the full qualification - BSB30120 Certificate III in Business*

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Delivery Format:
1-Term or Flexible Delivery Options

Timetable Requirements:
1-Timetabled Line

Units of Competency:
1 Unit

Suitable Year Level(s):
Year 10 (or Year 11 or 12)

Study Mode:
Combination of classroom and self directed online learning

Cost (Fee-For-Service):
\$75.00 per person

QCE Outcome:
0 QCE Credits

COURSE SCHEDULE

	TOPICS
TERM 1	<ul style="list-style-type: none"> › Develop and Maintain Knowledge of Personal Finance Matters › Manage Personal Finances › Budgeting, Cash flow and Savings › Taxation Matters › Superannuation Matters › Debt Management › Employee Entitlements › Insurance Matters › Career choice, Education and Skills › Create a Personal Budget for the Future
	PROJECTS
	<ul style="list-style-type: none"> › Knowledge of Personal Finances › Establish your Financial Goals › Create a Budget for the Future (Part 1) › Create a Budget for the Future (Part 2)

UNITS OF COMPETENCY

FNSFLT311	Develop and apply knowledge of personal finances
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ENTREPRENEURSHIP IN BUSINESS (4-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

COURSE OVERVIEW & OUTLINE

This short course covers key foundational entrepreneurship and business skills including designing and producing business documents, delivering presentations, and developing personal work priorities.

This is achieved by students working alongside an experienced Business qualified Teacher to undertake projects within their school community, including business development and proposal, followed by a focus group presentation.

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A Language, Literacy, Numeracy and Digital Literacy (LLND) screening process is undertaken as part of pre-enrolment in order to provide advice to students on the suitability of the training product.

Delivery Format:
2-Term Format

Timetable Requirements:
1-Timetabled Line

Units of Competency:
4 Units

Suitable Year Level(s):
Year 10 (or Year 11 or 12)

Study Mode:
Combination of classroom and self directed online learning

Cost (Fee-For-Service):
\$125.00 per person

QCE Outcome:
Maximum 2 QCE Credits

Important Note: 4-Units of Competency towards BSB30120 Certificate III in Business (partial completion)

COURSE SCHEDULE

TERM 1	TOPICS
	<ul style="list-style-type: none"> › Create Electronic Presentations › Creating Presentations Using PowerPoint › Write Simple Documents
	PROJECTS
	› Binnacle Boss (Part 1) – Business Proposal
UNITS OF COMPETENCY	
BSBTEC301	Design and produce business documents
BSBWRT311	Write simple documents
TERM 2	TOPICS
	<ul style="list-style-type: none"> › Develop Work Priorities › Make a Presentation
	PROJECTS
	› Binnacle Boss (Part 2) – Focus Group Presentation
UNITS OF COMPETENCY	
BSBPEF402	Develop work priorities
BSBCMM411	Make presentations

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