



# 2027 SHORT COURSE GUIDE

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**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 2-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).

This Short Course can be combined with either the Coaching Short Course or the Athlete Health and Wellbeing Short Course for a maximum of 2 QCE credits.

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

Maximum 1 QCE Credit

**Important Note:** These 2-Units of Competency are reported towards the SIS20321 Certificate II in Sport Coaching

## COURSE SCHEDULE

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

UNITS OF COMPETENCY	
SISSOF001	Work as an official in sport
SISSOF003	Officiate sport competitions

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# COACHING (2-UNIT SHORT COURSE)

Registered Training Organisation: Binnacle Training (RTO 31319)

## COURSE OVERVIEW & OUTLINE

This 2-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.

This Short Course can be combined with the Officiating Short Course for a maximum of 2 QCE credits.

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### 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

Maximum 1 QCE Credit

**Important Note:** These 2-Units of Competency are reported towards the SIS20321 Certificate II in Sport Coaching

## COURSE SCHEDULE

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

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

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# ATHLETE HEALTH AND WELLBEING (2-UNIT SHORT COURSE)

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## COURSE OVERVIEW & OUTLINE

This Short Course focuses on teaching students the foundational wellbeing practices they need to adopt as athletes.

By maintaining both physical and mental health, students will learn how to consistently optimise their performance and recovery. The course introduces students to the basics of human anatomy and physiology, helping them to understand the key functions and healthy maintenance considerations required for the major body systems.

Furthermore, the course teaches students how these complex systems interrelate to allow them to perform effectively and safely in their sporting endeavours.

This Short Course can be combined with the Officiating Short Course for a maximum of 2 QCE credits.

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### 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

Maximum 1 QCE Credit

**Important Note:** These 2-Units of Competency are reported towards the SIS20321 Certificate II in Sport Coaching

## COURSE SCHEDULE

	TOPICS
TERM 1	<ul style="list-style-type: none"> <li>Major Body Systems</li> <li>Recovery techniques</li> <li>Physical wellbeing practices</li> <li>Managing mental health and performance anxiety</li> </ul>
	PROGRAMS
	<ul style="list-style-type: none"> <li>Apply pre and post-session wellbeing practices as an athlete</li> <li>Deliver a wellbeing presentation to athletes</li> </ul>

UNITS OF COMPETENCY	
HLTAAP001	Recognise healthy body systems
SISSPAR008	Maintain personal wellbeing as an athlete

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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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### 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:** *These 3-Units of Competency are reported towards the SIT20125 Certificate II in Tourism*

## COURSE SCHEDULE

	TOPICS
TERM 1	<ul style="list-style-type: none"> <li>Plan and Participate in Workplace Communication</li> <li>Work Effectively with Individual Differences</li> <li>Assess Use of Inclusive Practices</li> <li>Address Cross-Cultural Misunderstandings</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>Social and Cultural Customs</li> <li>'Go! Regional' Travel Expo Display – Plan, Deliver and Review</li> </ul>

## UNITS OF COMPETENCY

BSBXCM301	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.*

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### 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	<ul style="list-style-type: none"> <li>› Business Software Applications</li> <li>› Inputting and Processing Information Data</li> <li>› Methods of Digital Communication</li> <li>› Managing Digital Communications</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Travel Package Presentation</li> </ul>

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, and is a great option for preparing your senior students with Financial Literacy skills and knowledge.

A Major Project in this course sees students provided with a budget template, to which they are required to set financial goals and are prompted to input budget data in accordance with a progressive real life scenario.

*\*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"> <li>› Budgeting, Cash flow and Savings</li> <li>› Taxation Matters</li> <li>› Superannuation Matters</li> <li>› Debt Management</li> <li>› Insurance Matters</li> <li>› Evaluating financial impacts of career, education and skills</li> </ul>
	PROJECTS
	<ul style="list-style-type: none"> <li>› Create a Budget for the Future (Part 1)</li> <li>› Create a Budget for the Future (Part 2)</li> </ul>
UNITS OF COMPETENCY	
FNSFLT311	Develop and apply knowledge of personal finances

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