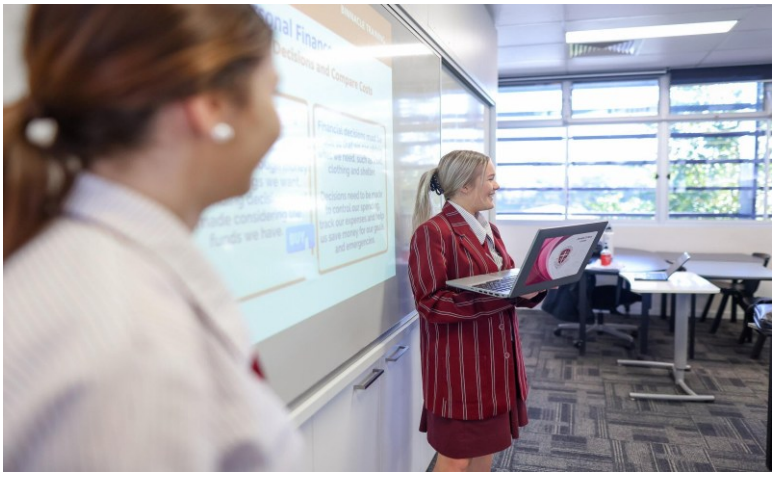
Binnacle Training
RTO CODE 31319





STUDENT INFORMATION

BSB20120 Certificate II in Workplace Skills

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

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1. Program Inclusions

This program is offered as a senior school subject and incorporates the nationally recognised qualification: **BSB20120 Certificate II in Workplace Skills** (for a maximum of 4 QCE credits where new learning requirements are met). This course has been scheduled across one year (packaged into 4 terms) but may be extended over two years.

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

- Planning and applying time management
- Developing self-awareness
- Safety and sustainability in the workplace
- Applying communication skills
- Using digital technologies and business software applications
- Working effectively with others
- Developing problem-solving skills

2. Program Outline

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

The program involves developing 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 Skills and Course Suitability Advice

During pre-enrolment, students will complete an LLND Screening 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 their 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 WHS and incidents. • Review and interpret communication information and organisational procedures. • Read and comprehend information on the requirements of the job role and organisation.
Writing	• Complete time management documentation using organisational formats. • Prepare documents to monitor and reflect on work performance. • Use structure and language appropriate to the audience and context when providing WHS information. • Complete resource sustainability documents using required formats. • Draft communication text (e.g. emails) using appropriate grammar, spelling and punctuation. • Proofread text for accuracy and compliance with task requirements. • Prepare simple correspondence (e.g. online messaging) using basic punctuation, text and correct spelling.
Oral Communication	• Participate in time management discussions using suitable language and features. • Use relevant language and non-verbal communication when explaining WHS issues. • Use effective questioning and listening techniques to seek advice, information and feedback. • Present information and seek advice from colleagues using appropriate language and features.
Numeracy	• Interpret and adhere to set timeframes when completing tasks. • 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 Training.

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.

5. Completing Assessments

All assessment resources are online (practical components are completed in a real or simulated business-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. Student Role (Completing the assessment each term):	• Complete your knowledge assessments online in your Binnacle Lounge. • Demonstrate the required skills during practical tasks. • Utilise the training resources provided in the respective assessment tab to assist you.
2. Assessor Role (Marking your assessment):	• Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform. • Review and mark your other assessment items (e.g. project, practicals, and case studies). • Provide feedback and record the final outcome of each assessment item on the sign-off page for each term.

6. Course Schedule

The table below shows the topics and projects scheduled for delivery and assessment throughout the term.

1 YEAR PROGRAM (4 TERMS)	
TERM 1	**TOPICS COVERED**
	Introduction to Business and Entrepreneurship Researching on the Internet Using Software to Create Documents
	SPECIFIC PROJECT REQUIREMENTS
	Business Software Application Research Using Spreadsheet Processing Software Business Strategy Research
	UNITS OF COMPETENCY SCHEDULED FOR COMPLETION
	BSBTEC203 Research using the internet BSBTEC201 Use business software applications

TERM 2	**TOPICS COVERED**
	Workplace Health and Safety Sustainable Work Practices
	SPECIFIC PROJECT REQUIREMENTS
	Reporting Injuries and Hazards Workplace Sustainability WHS Team Consultation and Risk Control
	UNITS OF COMPETENCY SCHEDULED FOR COMPLETION
	BSBWHS311 Assist with maintaining workplace safety BSBSUS211 Participate in sustainable work practices BSBWHS211 Contribute to the health and safety of self and others

TERM 3	**TOPICS COVERED**
	Working in a Business Environment Time Management
	SPECIFIC PROJECT REQUIREMENTS
	Developing Teamwork in the Workplace
	UNITS OF COMPETENCY SCHEDULED FOR COMPLETION
	BSBOPS201 Work effectively in business environments BSBTWK201 Work effectively with others BSBPEF202 Plan and apply time management

TERM 4	**TOPICS COVERED**
	Personal Wellbeing Communication Skills
	SPECIFIC PROJECT REQUIREMENTS
	Wellbeing in the Workplace Hotel of the Month Presentation
	UNITS OF COMPETENCY SCHEDULED FOR COMPLETION
	BSBCMM211 Apply communication skills BSBPEF201 Support personal wellbeing in the workplace

*Please note that this is a guide only.

7. Units of Competency in this Program

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

Unit Code	Unit Title	BSB20120 Certificate II in Workplace Skills	Scheduled for Finalisation	Training & Assessment Arrangements (Predominant Mode of Delivery)
BSBTEC201	Use business software applications	Listed Elective (B)	Term 1	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBTEC203	Research using the internet	Listed Elective (B)	Term 1	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBWHS311	Assist with maintaining workplace safety	Imported Elective	Term 2	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBWHS211	Contribute to the health and safety of self and others	Core	Term 2	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBSUS211	Participate in sustainable work practices	Core	Term 2	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBOPS201	Work effectively in business environments	Core	Term 3	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBTWK201	Work effectively with others	Listed Elective (C)	Term 3	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBPEF202	Plan and apply time management	Core	Term 3	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBCMM211	Apply communication skills	Core	Term 4	Blended Delivery – Teacher (Third Party) as Trainer & Assessor
BSBPEF201	Support personal wellbeing in the workplace	Listed Elective (A)	Term 4	Blended Delivery – Teacher (Third Party) as Trainer & Assessor

8. Pathways

Students who successfully complete the BSB20120 Certificate II in Workplace Skills course may explore further VET pathways in the business services industry (or interrelated industries such as tourism, hospitality or events) with another training provider.

If you are undertaking BSB20120 Certificate II in Workplace Skills in year 10 - depending on your school's current Third-Party Arrangement in place you may be in a position to progress to the BSB30120 Certificate III in Business with Binnacle Training across years 11-12.

Binnacle Training will provide training pathway opportunities for consideration as students are approaching course completion. See Figure 1 on the following page.



Figure 1. Training and Employment Pathways from BSB20120 Certificate II in Workplace Skills

9. 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, reporting 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, course suitability advice, and student wellbeing.

10. Student Enrolment

Student enrolment into the program requires the school to have a current third-party agreement in place.

11. Definitions and Interpretations

Program. The course(s) or qualification(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.