

2023 EDITION

# BUSINESS IN SCHOOLS

BSB30120 CERTIFICATE III IN BUSINESS



## HOW DOES IT WORK

Students facilitate projects and services within their school community.

**Projects include:**

- › Engage in a Go! Travel Customer Service Officer role
- › Design and plan for a new product or service

Students examine business opportunities, develop teamwork and relationships skills, and will participate in Binnacle Boss - an Entrepreneurship Program for secondary school students.



## WHAT DO STUDENTS ACHIEVE?

- › BSB30120 Certificate III in Business (max. 8 QCE Credits)
- › Successful completion of the Certificate III in Business may contribute towards a student's Australian Tertiary Admission Rank (ATAR)



## SKILLS ACQUIRED

- › Leadership, innovation and creative thinking
- › Customer service and teamwork
- › Inclusivity and effective communication
- › WHS and sustainability
- › Financial literacy
- › Business documentation



## CAREER PATHWAYS

### BUSINESS IN SCHOOLS

Certificate III in Business

#### UNIVERSITY DEGREE

#### CERTIFICATE IV / DIPLOMA

(e.g. Business; Small Business Management)

BUSINESS OWNER

BUSINESS MANAGER

ACCOUNTANT / BUSINESS ADVISOR

CUSTOMER SERVICE MANAGER

ACCOUNTANT / BUSINESS ADVISOR

CUSTOMER SERVICE MANAGER

MARKETING MANAGER

FLEXIBLE PROGRAMS

PRACTICAL SUBJECTS

RESOURCES PROVIDED



**Binnacle Training**

RTO CODE 31319



1300 303 715

admin@binnacletraining.com.au

binnacletraining.com.au



# BSB30120 CERTIFICATE III IN BUSINESS

## COURSE OVERVIEW & OUTLINE

**Registered Training Organisation:**  
Binnacle Training (RTO 31319)

The program will be delivered through class-based tasks as well as both simulated and real business environments at the school - involving the delivery of a range of projects and services within the school community.

Graduates will be competent in a range of essential business skills including; personal management and effective communication techniques, customer service, leadership and innovation, critical thinking, business technology and documents, financial literacy, workplace health and safety, inclusive work practices and participating in sustainable work practices.

**This program also includes the following:**

- › Student opportunities to design and plan for a new product and service as part of the Binnacle Boss Entrepreneurship Program
- › Students examine business opportunities and participate in an Industry discovery

A Language, Literacy and Numeracy (LLN) Screening process is undertaken at the time of initial enrolment (or earlier) to ensure students have the capacity to effectively engage with the content and to identify support measures as required.

**Delivery Format:**  
2-Year Format

**Timetable Requirements:**  
1-Timetable Line

**Please consult Binnacle Training to discuss Fast-Track options.**

**Units of Competency:**  
13 (6 Core Units, 7 Elective Units)

**Suitable Year Level(s):**  
Year 11 and 12

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

**Cost (Fee-For-Service):**  
\$265 per person

**QCE Outcome:**  
Maximum 8 QCE Credits

<b>TERM 1</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Introduction to the Business Services Industry</li> <li>› Personal Wellbeing in the Workplace</li> <li>› Organise Personal Work Priorities</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Wellbeing in the Workplace</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBPEF201 Support personal wellbeing in the workplace</li> <li>› BSBPEF301 Organise personal work priorities</li> </ul>	
<b>TERM 2</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Develop and Apply Knowledge of Personal Finances</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Knowledge of Personal Finances</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› FNSFLT311 Develop and apply knowledge of personal finances</li> </ul>	
<b>TERM 3</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Workplace Health and Safety</li> <li>› Sustainable Work Practices</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› WHS Processes at the 'Go! Regional' Travel Expo</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBWHS311 Assist with maintaining workplace safety</li> <li>› BSBSUS211 Participate in sustainable work practices</li> </ul>	
<b>TERM 4</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Inclusive Work Practices</li> <li>› Engage in Workplace Communication</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Inclusivity and Communication in the Workplace</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBXCM301 Engage in workplace communication</li> <li>› BSBTWK301 Use inclusive work practices</li> </ul>	
<b>TERM 5</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Work in a Team</li> <li>› Critical Thinking Skills</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Critical Thinking at Go! Travel</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBXTW301 Work in a team</li> <li>› BSBCRT311 Apply critical thinking skills in a team environment</li> </ul>	
<b>TERM 6</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Create Electronic Presentations</li> <li>› Creating Presentations Using PowerPoint</li> <li>› Write Simple Documents</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 1) – Business Proposal</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBTEC301 Design and produce business documents</li> <li>› BSBWRT311 Write simple documents</li> </ul>	
<b>TERM 7</b>	<b>TOPICS</b>
	<ul style="list-style-type: none"> <li>› Review Creating Electronic Presentations</li> <li>› Customer Service</li> </ul>
	<b>PROJECTS</b>
	<ul style="list-style-type: none"> <li>› Binnacle Boss (Part 2) – Market Day</li> </ul>
<b>UNITS OF COMPETENCY SCHEDULED FOR COMPLETION</b>	
<ul style="list-style-type: none"> <li>› BSBTEC303 Create electronic presentations</li> <li>› BSBOPS304 Deliver and monitor a service to customers</li> </ul>	