

<p><b>IMPORTANT</b> <b>PROGRAM DISCLOSURE STATEMENT (PDS)</b></p>	<p>This Subject Outline is to be read in conjunction with Binnacle Training's <u>Program Disclosure Statement (PDS)</u>. The PDS sets out the services and training products Binnacle Training provides <u>and</u> those services carried out by the 'Partner School' (i.e. the delivery of training and assessment services).</p> <p>To access Binnacle's PDS, visit: <a href="http://www.binnacletraining.com.au/rto.php">http://www.binnacletraining.com.au/rto.php</a> and select 'RTO Files'.</p>
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<b>REGISTERED TRAINING ORGANISATION</b>	<b>Binnacle Training (RTO Code: 31319)</b>
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<b>Subject Type</b>	Vocational Education and Training
<b>Nationally Recognised Qualifications</b>	BSB30115 CERTIFICATE III IN BUSINESS
<b>Course Length</b>	2 years
<b>Reasons to Study the Subject</b>	<p>Binnacle's Certificate III in Business 'Business in Schools' program is offered as a senior subject where students learn what it takes to become a Business Professional. Students achieve skills in leadership, innovation, customer service, personal management and financial literacy – incorporating the delivery of a range of projects and services within their school community. Micro business opportunities are also explored.</p> <p><u>QCE Credits:</u> Successful completion of the Certificate III in Business contributes a maximum of eight (8) credits towards a student's QCE. A maximum of eight credits from the same training package can contribute to a QCE.</p> <p>Graduates will be able to use their Certificate III in Business</p> <ul style="list-style-type: none"> <li>• as an entry level qualification into the Business Services Industries (e.g. customer service adviser, duty manager, administration officer);</li> <li>• to pursue further tertiary pathways (e.g. Certificate IV, Diploma or Bachelor of Business); and</li> <li>• to improve their chances of gaining tertiary entrance.</li> </ul>

**ENTRY REQUIREMENTS**

**Students must have a passion for and/or interest in working the Business Services industry and/or pursuing further tertiary pathways (e.g. Certificate IV, Diploma and Bachelor of Business). They must have good quality written and spoken communication skills and enthusiasm / motivation to participate in a range of projects.**



<b>Topics of Study</b>	<b>TERM 1</b>	<b>TERM 2</b>	<b>TERM 3</b>	<b>TERM 4</b>
	<ul style="list-style-type: none"> <li>• Introduction to the Business Services industry</li> <li>• Knowledge of the Australian Financial Systems</li> <li>• eLearning</li> </ul>	<ul style="list-style-type: none"> <li>• Producing spreadsheets</li> <li>• Be MoneySmart through a career in small business</li> </ul>	<ul style="list-style-type: none"> <li>• Working effectively in a business environment</li> <li>• Contributing to team effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Health and Safety: legislations, risk assessment</li> </ul>
	<b>TERM 5</b>	<b>TERM 6</b>	<b>TERM 7</b>	<b>TERM 8</b>
	<ul style="list-style-type: none"> <li>• Organising personal work priorities and developing a project plan</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Service: Products and services; meeting customer needs</li> <li>• Deliver a service</li> <li>• Promote innovation in a team environment</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and develop business documents</li> <li>• Plan, draft and finalise promotional material</li> </ul>	
<b>Learning Experiences</b>	<ul style="list-style-type: none"> <li>• Solving interesting problems</li> <li>• Leadership</li> <li>• Innovation and teamwork</li> <li>• Undertaking e-Learning</li> <li>• Organising work priorities and personal development</li> <li>• Assessing risks</li> <li>• Delivering a service to customers</li> <li>• Recommending products and services</li> <li>• Designing and producing business documents</li> <li>• Examining business opportunities</li> <li>• Financial literacy – Be MoneySmart, First Business</li> </ul>			
<b>Learning and Assessment</b>	<p>Learning experiences will be achieved by students working alongside an experienced Business Teacher (Program Deliverer) – incorporating delivery of a range of projects and services within their school community. This includes participation in R U OK Mental Health Awareness Week – Team Project and a Major Project where students design and plan for a new product or service.</p> <p>A range of teaching/learning strategies will be used to deliver the competencies. These include:</p> <ul style="list-style-type: none"> <li>• Practical tasks / experience</li> <li>• Hands-on activities involving customer service</li> <li>• Group projects</li> <li>• e-Learning projects</li> </ul> <p>Evidence contributing towards competency will be collected throughout the program. This process allows a student's competency to be assessed in a holistic approach that integrates a range of competencies.</p>			



	<p><b><u>NOTE:</u> From time to time, project delivery may require a mandatory 'outside subject' component (e.g. before or after school).</b></p>
<b>Pathways</b>	<p>The Certificate III in Business will be used by students seeking to enter the Business Services industries and/or pursuing further tertiary pathways (e.g. Certificate IV, Diploma and Bachelor of Business). For example:</p> <ul style="list-style-type: none"><li>• Business Owner</li><li>• Business Manager</li><li>• Customer Service Manager</li></ul> <p>Students eligible for an Australian Tertiary Admission Rank (ATAR) may be able to use their completed Certificate III to contribute towards their ATAR. For further information please visit <a href="http://www.qcaa.qld.edu.au/senior/new-snr-assessment-te/tertiary-entrance">www.qcaa.qld.edu.au/senior/new-snr-assessment-te/tertiary-entrance</a></p>