



<p><u>IMPORTANT</u> PROGRAM DISCLOSURE STATEMENT (PDS)</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: http://www.binnacletraining.com.au/rto.php and select 'RTO Files'.</p>
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REGISTERED TRAINING ORGANISATION	Binnacle Training (RTO Code: 31319)
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Subject Type	Vocational Education and Training
Nationally Recognised Qualifications	BSB30115 CERTIFICATE III IN BUSINESS
Course Length	2 years
Reasons to Study the Subject	<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"> • as an entry level qualification into the Business Services Industries (e.g. customer service adviser, duty manager, administration officer); • to pursue further tertiary pathways (e.g. Certificate IV, Diploma or Bachelor of Business); and • to improve their chances of gaining tertiary entrance.

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.



Topics of Study / Learning Experiences	TERM 1	TERM 2	TERM 3	TERM 4a (Elective A)	TERM 4b (Elective B)
	<ul style="list-style-type: none"> Introduction to the Business Services and Travel/Tourism Industries eLearning Personal Work Priorities 	<ul style="list-style-type: none"> Contribute to Team Effectiveness 	<ul style="list-style-type: none"> Workplace Health and Safety 	<ul style="list-style-type: none"> Design and Produce Spreadsheets Be MoneySmart through a career in small business 	<ul style="list-style-type: none"> Design and Produce Spreadsheets Financial Literacy – Be MoneySmart
	TERM 5a (Elective A)	TERM 5b (Elective B)	TERM 6	TERM 7	TERM 8
<ul style="list-style-type: none"> Knowledge of the Australian Financial System 	<ul style="list-style-type: none"> Social Media Tools 	<ul style="list-style-type: none"> Create Electronic Presentations Provide a Service to a Customer Group Report on Service Delivery 	<ul style="list-style-type: none"> Plan and develop business documents Plan, draft and finalise promotional material 		

Learning and Assessment
<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"> Practical tasks / experience Hands-on activities involving customer service Group projects e-Learning projects <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>NOTE: From time to time, project delivery may require a mandatory 'outside subject' component (e.g. before or after school).</p>



Pathways

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:

- Business Owner
- Business Manager
- Customer Service Manager

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 <https://www.qcaa.qld.edu.au/senior/australian-tertiary-admission-rank-atar>

For further information, contact the Vocational Education Coordinator: Angela Masters, amasters@sjc.qld.edu.au