



YEAR 1

TERM 1	TOPICS COVERED
	Topic #1 - Introduction to the Business Services Industry Topic #2 - Personal Wellbeing in the Workplace Topic #3 - Organise Personal Work Priorities
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Wellbeing in the Workplace
	UNITS SCHEDULED FOR COMPLETION
	BSBPEF201 Support personal wellbeing in the workplace BSBPEF301 Organise personal work priorities
TERM 2	TOPICS COVERED
	Topic #1 - Develop and Apply Knowledge of Personal Finances
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 – Knowledge of Personal Finances
	UNITS SCHEDULED FOR COMPLETION
FNSFLT311 Develop and apply knowledge of personal finances	
TERM 3	TOPICS COVERED
	Topic #1 - Workplace Health and Safety Topic #2 - Sustainable Work Practices
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - WHS Processes at the 'Go! Regional' Travel Expo
	UNITS SCHEDULED FOR COMPLETION
	BSBWHS311 Assist with maintaining workplace safety BSBSUS211 Participate in sustainable work practices
TERM 4	TOPICS COVERED
	Topic #1 - Inclusive Work Practices Topic #2 - Engage in Workplace Communication
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Inclusivity and Communication in the Workplace
	UNITS SCHEDULED FOR COMPLETION
	BSBXCM301 Engage in workplace communication BSBTWK301 Use inclusive work practices



YEAR 2

TERM 5	TOPICS COVERED
	Topic #1 - Work in a Team Topic #2 - Critical Thinking Skills
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Critical Thinking at Go! Travel
	UNITS SCHEDULED FOR COMPLETION
	BSBXTW301 Work in a team BSBCRT311 Apply critical thinking skills in a team environment

TERM 6	TOPICS COVERED
	Topic #1 - Create Electronic Presentations Topic #2 - Creating Presentations Using PowerPoint Topic #3 - Write Simple Documents
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Binnacle Boss (Part 1) – Business Proposal
	UNITS SCHEDULED FOR COMPLETION
	BSBTEC301 Design and produce business documents BSBWRT311 Write simple documents

TERM 7	TOPICS COVERED
	Topic #1 - Review Creating Electronic Presentations Topic # 2 - Customer Service
	SPECIFIC PROJECT REQUIREMENTS
	Project #1 - Binnacle Boss (Part 2) – Market Day/Entrepreneurship Expo
	UNITS SCHEDULED FOR COMPLETION
	BSBTEC303 Create electronic presentations BSBOPS304 Deliver and monitor a service to customers

Qualifications scheduled for finalisation:

BSB30120 CERTIFICATE II IN BUSINESS

*Please note that this is a guide only.